

Advertisement for EA Position at IIIT-Delhi

Advt. No. 01/2024 dt. 15.01.2024

Online applications are invited for the following position at the Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an Act of Govt. of NCT of Delhi:

1. Executive Assistant to Founding Director: 01 Position

Post	Executive Assistant to Dr. Pankaj Jalote - Distinguished Professor and Founding Director 2008 – 2018, IIIT-Delhi
Role Overview	<p>The Executive Assistant will play a crucial role in ensuring the smooth functioning of Prof. Jalote's daily activities and his non-profit environmental venture Enveave (www.enveave.earth).</p> <p>The ideal candidate should be highly organized, detail-oriented, and capable of managing multiple tasks while maintaining a high level of professionalism.</p>
Duration	The appointment to the above post will be initially for a period of 3 years with annual performance review and half yearly review during first year. The contract can be extended for another two years based on requirement and performance.
Qualification & Experiences	<p>Postgraduate in degree in engineering, arts, communications, management, or related field or</p> <p>a bachelor's degree in engineering, arts, communications, management with atleast 2 years of work experience.</p>
Consolidated Salary	The monthly consolidated salary will be in the range of Rs. 40,000/- to Rs. 45,000/-.
Responsibilities	<p>1. Executive Support:</p> <ul style="list-style-type: none">• Manage Prof. Jalote's calendar, appointments, and scheduling to optimize time management.• Arrange and coordinate meetings, conferences, and travel arrangements.• Prepare and organize materials for meetings, presentations, and reports.• Prioritize and respond to emails, messages, and other communications on behalf of Prof. Jalote.• Conduct research, gather information, and prepare briefing materials as required. <p>2. Administrative Tasks:</p> <ul style="list-style-type: none">• Handle administrative tasks such as expense reporting, document preparation, and record keeping.• Assist in drafting, proofreading, and editing correspondences, reports, and documents.• Maintain confidentiality and handle sensitive information with discretion. <p>3. Enveave Responsibilities:</p> <ul style="list-style-type: none">• Collaborate with Enveave's team to assist in the coordination and execution of environmental initiatives and projects.• Liaise with volunteers, funders, and experts involved with Enveave, ensuring effective communication and engagement.• Support the planning and execution of events, workshops, and campaigns related to Enveave's objectives.• Contribute to content creation for Enveave's digital platforms, including social media and website.

	<p>4. Communication and Collaboration:</p> <ul style="list-style-type: none">• Act as a bridge of communication between Prof. Jalote, Enveave, and external stakeholders.• Foster positive relationships and collaboration among team members, volunteers, and partners.
Requirements	<ol style="list-style-type: none">1. Proven experience as an executive assistant or in a similar role.2. Excellent organizational and time management skills.3. Strong written and verbal communication skills.4. Proficiency in MS Office and digital communication tools.5. Ability to handle multiple tasks and prioritize effectively.6. Discretion and confidentiality in handling sensitive information.7. Passion for environmental initiatives and sustainability is a plus.
Location	On-site at IIIT Delhi Campus
Application Process	<p>Interested candidates are invited to submit their resume, a cover letter outlining their purpose and relevant experience, and references to recruitment@iiitd.ac.in .</p> <p>Please include "Executive Assistant Application - [Your Name]" in the subject line.</p>
Last date for Application	31 st January 2024

IIIT-Delhi is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

(Registrar)