

VACANCY ANNOUNCEMENT

The Indian Council for Research on International Economic Relations (ICRIER), India Habitat Centre, New Delhi invites applications for the post of **Project Assistant** as per the following job profile. He/she shall work under health and development related research projects.

Job title

Project Assistant

Job purpose

Perform project-related administrative tasks and organize events (meetings, workshops, conferences, etc.).

Essential skills

1. Intelligent, dynamic and result-oriented
2. Ability to learn and adapt quickly
3. Effective organizational and multi-tasking skills
4. Excellent interpersonal and communication skills, especially written communications in English
5. Pleasant personality and strong PR skills (to be able to deal with people from a wide variety of backgrounds)
6. Ability to collect and organize data from various sources
7. Attention to detail and high level of accuracy
8. Competent in working with MS-Office, particularly Word, Excel and Publisher
9. Highly professional and prompt
10. Honest and trustworthy, maintaining high degree of confidentiality and work commitment

Education and work experience

Minimum qualification: Bachelors from a reputed English-medium institution

Relevant work experience: Minimum 2 years in a reputed organization(s)

Only those who can demonstrate the above requirements in writing as well as during the interview should apply with their updated CV and a covering letter, highlighting how and where they have acquired these essential skills. All applications should be emailed to amehdi@icrier.res.in by 31st July 2014.

Only shortlisted candidates will be contacted for interview.

Competitive remuneration is available.