

Appointment of “Executive Assistant”

AFC India Ltd. (formerly Agricultural Finance Corporation Ltd.), is a National level premier multi-disciplinary development organization providing consulting, advisory and implementation support for agriculture, rural development and other strategic socio-economic sectors in India. Established way back in the year 1968, AFC is wholly owned by NABARD, Commercial Banks and EXIM Bank. AFC is a deemed Government organization and its accounts are audited by the Comptroller and Auditor General of India (CAG).

AFC provides a wide range of services such as identification of potential projects for promoting development in different sub-sectors, conducting pre-feasibility/scoping studies, baseline studies, potential surveys, formulation & appraisal of projects, techno-economic project appraisals, monitoring & evaluation, impact assessment, needs assessment, socio-economic studies etc. Of late, AFC has diversified into large scale grassroots level project implementation in areas such as organic farming, agriculture extension, agri-business development, watershed development, forestry, climate change, rural livelihood promotion, education, health & nutrition, training & capacity building, skilling and financial literacy. For more details please visit AFC's website on www.afcindia.org.in.

AFC invites applications for appointment to the post of “**Executive Assistant**” for **Project Implementation and Monitoring Division (PIMD)** at its Corporate Office, New Delhi.

Designation	Executive Assistant
Eligibility Criteria	<ul style="list-style-type: none">• Post Graduate degree in any discipline (Degree in Agriculture/Social Science/Rural Management/Development Studies would be preferred)• Experience (2 to 5 years) of working in development consulting organization of repute, including ground level implementation and field work• Proficiency in computer operations including MS Word, Power Point, Excel, Google Docs, etc.• Excellent command over written Communication skills• Good analytical, presentation as well as inter personal skills• Good knowledge and understanding of project management and monitoring
Job Description	<ul style="list-style-type: none">• Managing all correspondences and communications related to Project Implementation and Monitoring Division (PIMD)• Assistance in general coordination including intra-offices, business partners and external clients• Regular follow up with different offices, business partners and clients• Office records maintenance with proper filing system• Database management• Drafting letters, emails, notes, other correspondences related to PIMD• Other related works related to division, assigned from time to time

Remuneration	As per industry norms
Posting	AFC's Corporate Office at Kirti Nagar, New Delhi
Reporting To	Executive Director
Others	<ul style="list-style-type: none"> • The incumbent will be engaged on contractual basis for 3 years subject to half yearly performance review. Though this is a contractual post, it is likely to continue for an incumbent who can show tangible results. • AFC India has five day work schedule and is an equal opportunity institution.
Contact person	Ashish Deepankar
Designation	Regional Manager
Tel.No.	+91-9811557958
How To Apply	Application along with CV's may be sent by e-mail to afcindia.delhi@gmail.com ; afcindia.career@gmail.com
Last Date of Application	30.09.2020