

AFC India Limited
Corporate Office, New Delhi

Advertisement: Associate Consultant, MD Secretariat

About AFC

AFC India Limited (formerly Agricultural Finance Organization) is a National Level premier organization and has been a frontrunner on socio-economic transformation of the country through consulting, policy advocacy and implementation initiatives in cross-cutting development areas such as rural development, agriculture value chains, livelihoods, financial inclusion, health and hygiene, skill development, etc. For more information, please visit AFC's website. (www.afcindia.org.in)

We are expanding business outreach through collaborative partnerships with premier national and international institutions and have secured several high value, formidable and prestigious projects of Government of India, State Governments and Multilateral Agencies.

AFC Invites applications for contractual appointment for the post of Associate Consultant-MD Secretariat at its Corporate Office, New Delhi

Designation	Associate Consultant, MD Secretariat
Joining	Immediate
Eligibility Criteria	<ul style="list-style-type: none"> • Post Graduate Degree in any discipline (Agri and Allied/ Agricultural Engineering/ Agri-Business Management/ Rural Management/ MBA/ Development Studies/ Social Science or Equivalent would be preferred) • Experience (preferably 2-3 years) of working in a development sector, preferably a development consulting organization of repute, including grassroots level implementation • 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	<p>Assisting the Managing Director in daily administrative duties including:</p> <ul style="list-style-type: none"> • Communicating with Staff at all levels and with various external stakeholders • Coordinating meetings, events, etc. • Coordinating and liaising with Business Associates, stakeholders and other partners • Drafting concept notes, guidance notes, reports, letters, mails, etc. • Maintenance and up keeping of database and records pertaining to Business Promotion • Assisting Business Promotion and Development Division in Drafting of Proposals and Monitoring the works of Business Associates from time to time • Assisting in tracking of leads through different sources/websites • Assisting in Data analysis and generation of output tables etc. • Assisting in conducting field studies in respect of project assignments as and when required. • Arranging key paper work and preparing Minutes of the meetings • Any other work as may be assigned by MD from time to time
Remuneration	As per industry norms
Posting	AFC's Corporate Office, Kirti Nagar, New Delhi

Reporting to	Managing Director
Others	The incumbent will be engaged on contractual basis for a period of 1 year initially subject the 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 Ltd. has a five day work schedule and is an equal opportunity institution
Contact Person	Shri A.K. Kalia/ Ms. Sanchita Hasija
Designation	Senior Regional Manager and In-charge (Admin)
Telephone No.	011-45791189; 9868977745 (Shri A.K. Kalia) ; 8826711689 (Ms. Sanchita)
How to Apply	Applications along with CVs may be sent by email to admin@afcindia.org.in
Last Date of Application	10 th May, 2022