

Appointment of “Junior Executive Assistant”

About AFC

AFC India Ltd. (formerly Agricultural Finance Corporation), is a National level premier multi-disciplinary development organization providing consulting, policy advocacy and implementation support for agriculture, rural development and other strategic socio-economic domains 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).

About AFC Foundation

AFC Foundation was set up by **AFC India Limited** in the year 2007 under the Indian Trust Act, 1882 as a non-profit organization to address the multifaceted development challenges of the country. It aims to empower the most vulnerable categories in India to break out of the bondage of poverty through education and entrepreneurship. The credo of the organization is to disrupt poverty and catalyze social and economic changes in India.

AFC Foundation has been recognized as a "**Centre of Excellence (CoE)**" by the Ministry of Tribal Affairs (MoTA) to undertake action research and targeted developmental interventions for holistic development of tribal communities in the most underdeveloped regions of the country. Towards this, Ministry of Tribal Affairs has identified “Gajapati” district in Odisha, one of the 117 Aspirational Districts across India selected by the NITI Aayog, for transformation into a Model Aspirational Tribal District.

AFC invites applications for appointment to the post of “**Jr. Executive Assistant**” for its Corporate Office, New Delhi.

Designation	Office Assistant
Eligibility Criteria	<ul style="list-style-type: none">• Graduate degree in any +discipline• Experience of 1-2 years of working, preferably in development consulting organization of repute• Proficiency in computer operations including MS Word, MS Excel, Power Point, Google Docs, etc.• Good writing skills in English and Hindi• Good inter personal skills
Job Description	<ol style="list-style-type: none">1. Manage Reception Desk and attend to incoming/outgoing telephone calls2. Tracking of Tenders/EOIs/ RFPs from print media and different online websites3. Attending pre-bid and bid opening meetings4. Regular follow-up with potential clients5. Documentation and support in preparation and submission of technical and financial proposals6. Responding to queries from the clients7. Drafting letters, emails, notes, other correspondences8. Database Management9. Office records maintenance with proper filing system10. Other related works, assigned from time to time

Posting	AFC's Corporate Office at Kirti Nagar, New Delhi
Reporting To	Sr. Regional Manager
Others	<ul style="list-style-type: none"> • The incumbent will be engaged on contractual basis for an initial period of 2 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.	011-45791190
How To Apply	Application along with CV's may be sent by e-mail to admin@afcindia.org.in ; afcdelhi.career@gmail.com
Last Date of Application	04.12.2020