

## Appointment of “Executive Assistant for Executive Director”

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](http://www.afcindia.org.in).

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

<b>Designation</b>	<b>Executive Assistant</b>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"><li>• Post Graduate degree in any discipline (Degree in Agriculture/Social Science/Rural Management/Development Studies would be preferred)</li><li>• Experience (2 to 5 years) of working in development consulting organization of repute, including ground level implementation and field work</li><li>• Proficiency in computer operations including MS Word, Power Point, Excel, Google Docs, etc.</li><li>• Excellent command over written Communication skills</li><li>• Good analytical, presentation as well as inter personal skills</li><li>• Good knowledge and understanding of project management and monitoring</li></ul>
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Secretarial Assistance to the Executive Director.</li><li>• General intra &amp; inter office coordination and also with the external clients through correspondence and communication and maintaining such records in proper file system for international business.</li><li>• Follow-up actions with the external clients and/or Business Associates for ascertaining status of business proposals, recovery of consultancy fees, progress of consultancy assignments, etc. pertaining to international business.</li><li>• Preparing other details as may be required to be shared/ forwarded in the suggested formats to the clients and/or business associates, as and when desired.</li><li>• Preparing any other documents for promotion and development of</li></ul>

	<p>International business.</p> <ul style="list-style-type: none"> <li>• Managing all correspondences and communication (detailed above), as part of day to day business transaction.</li> <li>• Any other works entrusted by the Executive Director from time to time</li> </ul>
<b>Remuneration</b>	As per industry norms
<b>Posting</b>	AFC's Corporate Office at Kirti Nagar, New Delhi
<b>Reporting To</b>	Executive Director
<b>Others</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• AFC India has five day work schedule and is an equal opportunity institution.</li> </ul>
<b>Contact Person</b>	Ashish Deepankar
<b>Designation</b>	Senior Regional Manager
<b>Tel. No.</b>	011-45791190; +91-9811557958
<b>How To Apply</b>	Application along with CV may be sent by e-mail to <a href="mailto:afcindia.delhi@gmail.com">afcindia.delhi@gmail.com</a> ; <a href="mailto:afcdelhi.career@gmail.com">afcdelhi.career@gmail.com</a>
<b>Last Date of Application</b>	15.03.2021