

Appointment of “Executive Associate”

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.

AFC invites applications for appointment to the post of “**Executive Associate**” for Business Promotion and Development Vertical at its Northern Regional Office, New Delhi.

Designation	Executive Associate
Eligibility Criteria	<ul style="list-style-type: none">• Post Graduate in any discipline. Degree in Economics / Statistics/ Management/ Development Studies would be an added advantage• Experience of working in development consulting organisation of repute• Proficiency in computer operations including MS Office, Power Point, Excel, Google Docs• Proficiency in English and good command over oral & written Communication• Good analytical skills and a strong attention to detail
Job Description	<ul style="list-style-type: none">• Tracking of Tenders/EOIs/ RFPs from print media and different online websites• Identification of business leads and preparation of Bids• E-tendering and registration with various e-portals• Attending Pre-bid and Bid opening meetings• Regular follow-up with Potential Clients• Documentation and support in preparation and submission of proposals• Management of databases

	<ul style="list-style-type: none">• Other related works
Experience	2-5 years
Remuneration	Remuneration will be commensurate with experience and skill set and would be comparable to the best in the industry
Posting	AFC Northern Regional Office, New Delhi (<i>Candidates residing in and around Delhi NCR shall only apply</i>)
Contact person	Ms. Mamta Sahal
Designation	Chief Financial Officer& Head (Administration)
Tel.No.	022-22028924
How To Apply	Application along with CV's may be sent by e-mail with the subject "Application for the post of Executive Associate" to afcindia.hr@gmail.com