

## **Job Opportunity at AFC India Limited: “Executive Assistant to Managing Director & HR (Admin)”**

AFC invites applications for appointment to the post of “**Executive Assistant to Managing Director & HR (Admin)**” at its Corporate Office: M-4; Kanchenjunga Building, 18, Barakhamba Road Connaught Place Delhi-110001, New Delhi.

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).

### **Eligibility:**

- Post Graduate degree in Human Resource Management/ MBA (HR)/ Business Administration, or a related field.
- Experience (2 to 3 years) of working as Secretary/ Administration in development consulting organization of repute/PSUs/Govt or Semi Govt. Institutions.
- Proficiency in computer operations including MS Word, Power Point, Excel, Google Docs, etc.
- Excellent command over written and oral communication.
- Good analytical, presentation as well as inter personal skills.

### **Job Responsibilities:**

- Secretarial Assistance to the Managing Director.
- General intra & inter office coordination and also with the external clients.
- Follow-up actions within the office/regional/branch, the external clients.
- Management of internal staff files including Confidential reports and assisting Managing Director in day to day work.
- HR related works like engagement of consultants, promotion, confirmation, increment, fitment, leave etc.
- Handling of grievances and redressal, legal cases.
- Processing of payments & investments notes in coordination with Accounts department.
- Organizing review meetings of various offices/ units/ Clients/ Business Partners.

- Coordination with HO in conducting Audit Committee/ Board meetings/ AGMs etc.
- Any other works entrusted by the Managing Director from time to time.

**Remuneration:** As per industry norms

**Application Process:** Interested candidates should send their applications with the job title in the subject line to [mdsecretariat@afcindia.org.in](mailto:mdsecretariat@afcindia.org.in), [afcdelhi.career@gmail.com](mailto:afcdelhi.career@gmail.com)

**Application Deadline:** 25<sup>th</sup> August 2024

We look forward to receiving your applications.