

Post of Project Coordinator in ITRA project at IIIT-D
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CVs are invited for the position of **Project Coordinator** in ITRA project at the Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an Act of Delhi Govt.

Designation: Project Coordinator

Responsibilities:

- to provide necessary support to Faculty and other Senior officers of the Institute, travel arrangements, organizing meetings, record keeping, tracking, filing etc.

Employment type:

The tenure will be for a period of one year initially and extendable on annual performance review. The post is co-terminus with the project.

Compensation: Rs. 20 to 25K (Consolidated) based on the profile of the candidate.

Qualification & Experience:

Essential:

Graduate preferably in Science/ Commerce with 2 years of relevant experience with computer tools such as MS Office, Internet and E-mail etc.

Preference would be given to those having

- Ability/ experience of arranging meetings, travel arrangements etc.
- Excellent Noting/ Drafting skills.
- Good interpersonal and communication skills in English and Hindi (both oral and written).
- Experience in managing the office of the top/ middle level executives in corporate / academic institutions.
- Post Graduate qualifications in Science/ Commerce/ MBA.
- Working/ experience in Teaching/ R&D Organizations/ MNC of repute.

Working days: 5 days a week.

Age Limit: 30 Years

How to apply:

The CV containing details of qualifications and experience with names and contact information (email, telephone number) of at least three references thru mail psingh@iiitd.ac.in with subject "Post of Project Coordinator" latest by January 31, 2015. Shortlisted candidates will be invited for an interview in early February.