

Advertisement for the post of Accounts cum Project Assistant under Adolescent Health and Development Project supported by UNFPA

NEHRU YUVA KENDRA SANAGATHAN

Applications are invited from eligible candidates for the contractual post of Accounts cum Project Assistant (1 Post) under Adolescent Health and Development Project of CP - 8 supported by UNFPA for the period up to 31st December 2015 only. For further details and application forms, contact NYKS Hqrs or download application forms from www.nyks.org. Completed applications of eligible candidates must reach Deputy Director (AH&DP), Nehu Yuva Kendra Sangatha, Core IV, IInd Floor, Scope Minar, Laxmi Nagar, New Delhi 110092, Phone: 011-22402818, email: nyks.adolescent@gmail.com on or before 28th March 2015.

Timeline for the deployment process of Accounts cum Project Assistant under Adolescent Health and Development Project of CP-8 supported by UNFPA

Expected Date	Particular
13 th March 2015	Advertisements will be placed in local newspapers and NYKS website
28 th March 2015	Last date for receipt of application
30 th to 31 st March 2015	Scrutiny of application forms and letter for Interview/test
6 th April 2015	Personal Interview & Written Test for Accounts cum Project Assistant and preparation of Merit List
8 th April 2015	Announcement of result
10 th April 2015	Reporting for Joining of Accounts cum Project Assistant

Personal Interview:

1. Written Test shall commence from 11.30 a.m. to 12.30 p.m. and Interview from 2.00 p.m. onwards on 6th April 2015 for Accounts cum Project Assistant.
2. Merit list of selected candidates shall be put on NYKS website and information shall be sent to selected candidates by email on 8th April 2015.

NHRU YUVA KENDRA SANGATHAN
Adolescent Health and Development Project supported by UNFPA
Term of Reference (ToR) for Accounts cum Project Assistant

Applications are invited from eligible candidates for the contractual post of Accounts cum Project Assistant under Adolescent Health and Development Project of CP-8 supported by UNFPA for the period up to 31st December 2015.

The aim of the project is to provide out of school adolescents with life skills focused experiential learning on reproductive and sexual health issues in a gender-sensitive manner, provide them with information on education and skills building for better employability and to improve access to youth friendly and gender sensitive services in the public and private sector

The Accounts cum Project Assistant is expected to independently discharge the following job responsibilities:

Accounts cum Project Assistant - (One Post)

- a) Maintaining all the Accounts of AH&DP
- b) Preparing FACE Forms and Compilation of Utilization Certificate
- c) Compilation of Monthly Reports, Typing work and Facilitating Audit and preparation of Reports

Roles and Responsibilities

- Assist M&E Officer under the AH&DP & Senior Officers of NYKS related to the project with the component projects; drafting of Project documents and reports.
- Facilitate routine implementation of assigned projects: In coordination with district NYK and project personnel and assist in guiding routine implementation of assigned projects, assisting the delivery of project inputs, and ensuring participation of national counterparts in training activities and other project activities
- Collect, registers and maintains information (filing) on programme activities, and contributes to the preparation of progress reports by providing information, preparing tables, drafting selected sections compilation of monthly data etc.
- Assist in ensuring relevant project monitoring and follow-up by conducting field visits, participating in review meetings and evaluation missions, making work plan/budget revisions, applies mechanisms to systematically assess the achievement of results, and preparing regular inputs to status and progress reports.
- Assist with programme procurement and ensures procurement is in accordance with NYKS Procurement Procedures;
- Draft and translates letters, meeting minutes and other documents necessary for programme and project management, helps with preparation of the presentations as may be assigned by office management.
- Provide logistical support to programme activities (Monitoring visits, trainings, conferences and workshops) including travel arrangements, accommodation, collecting supporting documents and organizing the venue.
- Assist in compilation of Utilization Certificates and preparation of FACE Forms.
- Assist NYKS Officers and M&E Officer with the advocacy and resource mobilization strategy of the NYKS Office by compiling relevant background material for use in discussions and public events.
- Maintain network of UNFPA and public information contacts.
- Contribute to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned success stories and best practices, strategies and approaches of the UNFPA Project and drafting relevant materials for dissemination.

- Maintaining and regular updating Books of Accounts, release of funds, facilitate and undertaking audit.
- Ensure quality and completeness of filing of programme documents;
- Manage and maintains files and other documents

Type of Engagement: Fixed Term deployment up to 31st December 2015 under the Adolescent Health and Development Project on consolidated remuneration.

Education Qualification: Graduate Degree in Commerce from recognized university/academic institutions.

Experience, Knowledge and Skills:

- Minimum 3 years experience as Accounts cum Project Assistant in reputed organization
- Excellent Knowledge of MS Office, Advance Excel and Internet
- Experience of working in NYK/NGO/ Government system will be added advantage.

Age limit: Not exceeding 30 years as on 1st March 2015.

Language Requirement: Good command in Hindi and English (both Written and Verbal) language.

Honorarium: Consolidated Honorarium of Rs.18,000/- and Travelling Expenses as per actual if any.

Other Requirement: Preference will be given to candidates who are domicile of Delhi.

Reporting and Duration: The Accounts cum Project Assistant will report to the NYKS Officers related to the project or his/her designated official through M&E Officer. Deployment will be tentatively from the date of joining up to 31st December 2015.

Location of Deployment: Nehru Yuva Kendra Sangathan, Core IV, IInd Floor, Scope Minar, Laxmi Nagar, New Delhi 110092.

Selection Procedure: Shortlisted candidates will be called for Personal Interview/Test.

Interested candidates may submit their application in prescribed proforma along with photocopies of educational qualifications & other relevant documents on or before 28th March 2015 to Joint Director (AH&DP), Nehru Yuva Kendra Sangathan, Core IV, IInd Floor, Scope Minar, Laxmi Nagar, New Delhi 110092, Phone: 011-22402818, email: nyks.adolescent@gmail.com.

NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM FOR THE POST OF ACCOUNTS cum PROJECT ASSISTANT
Under Adolescent Health and Development Project

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 st March 2015		
Gender		
Father's Name		
Contact Address		
Place of Domicile		
Mobile number		
Landline number		
Email		
Whether SC/ST/OBC/PH		
Currently working	Yes/ No	

2. EDUCATION (in chronological order from 12th Standard onwards)				
School/College/University attended	Subject	Duration (From- To)	Percentage of marks	Division/ Grade

4. LANGUAGES KNOWN - Tick as appropriate				
Languages	Understand	Speak	Read	Write
English				
Hindi				
Others ()				
Others ()				

3. WORK EXPERIENCE

Name and Address of the Organisation	Position held	Summary of role & key achievements	Dates (from - to)	Years of Experience

4. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

Self attested copy of documents submitted:

- | | |
|--|---------|
| 1. Copy of Class XII th Certificate | Yes/ No |
| 2. Copy of Degree Certificates | Yes/ No |
| 3. Copy of Post Graduate Degree Certificates, if any | Yes/ No |
| 4. Copy of Other Professional Qualification Certificates, if any | Yes/ No |
| 5. Copy of Voter's ID/Other ID cards | Yes/ No |
| 6. Copy of Work experience certificate, if any | Yes/ No |
| 7. Copy of Domicile Certificate | Yes/ No |
| 8. Copy of certificate of SC/ST/OBC, if applicable | Yes/ No |

I confirm that the information given in this application are to the best of my knowledge and beliefs are true and complete. I understand that any false statement may disqualify me from deployment.

Place:

Date:

(Signature)

Complete Name: _____