

Position : Executive Assistant
Experience : Over 5 Years
Location : Warangal/Hyderabad

About the Organization

Bala Vikasa is a reputed ISO-Certified professional community development organization based in Warangal with Offices in Kazipet, Hyderabad and Vijayawada working in the states of Telangana, Andhra Pradesh, Karnataka, Tamil Nadu, Maharashtra and Chhattisgarh. Bala Vikasa is known for its innovative, high-impact, Community Driven Development (CDD) approaches in impacting over 5 Million rural poor beneficiaries over the past three decades. It has been instrumental in developing sustainable community driven development models in over 6000 villages, having over 300 employees, both in Telangana and Andhra Pradesh. Over the last 2 decades through its People Development Training Center, Bala Vikasa trained over 13,500 development professionals from 80 countries in 'Community Driven Development'. Through the Bala Vikasa International Center (BVIC), Bala Vikasa has incubated 24 social startups and 125 rural women entrepreneurs. For more information visit our website: www.balavikasa.org

Responsibilities

- Assist the Executive Director in effective monitoring of different activities of the organization through active coordination, monitoring and reporting.
- Monitoring of the program resources utilization and result target achievements and report to the executive Director periodically
- Regular follow up and ensure every department adopts the SOPs and branding standards set by the organization.
- Prepare program proposals for fund raising and reports to donors
- Collect required data from different projects and ensure different dashboards are updated regularly for effective monitoring by ED
- Ensure all software and data management systems are functional and regularly adopted.
- Identify gaps in program targets and achievements and report
- Record minutes of the meetings and ensure decisions are implemented as planned
- Attend review meetings of the different program teams and follow up as per the action plans
- Review monthly work reports and time sheets of the staff and report on findings
- Assist the director in fundraising, networking and communication
- Have a Track of the Asses/Inventory of the organizations and produce the reports to ED, when asked.
- Any other task assigned by the ED from time to time as per the requirement of the organisation

Candidate Profile – *Qualifications, Skills and Competencies Required:*

The ideal candidate should possess:

- Any Graduation.
- Exceptional written and oral communication skills;
- Ability to research, digest, analyze and present material clearly and concisely
- Excellent word processing and IT skills, including knowledge of a range of software packages;
- Ability to work under pressure and to tight deadlines;
- Good organizational and time management skills;
- Ability to work on your own initiative;
- Honesty and reliability;

- Attention to detail;
- Discretion and an understanding of confidentiality issues.
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines;
- Ability to coordinate multiple teams and achieve set targets
- Ability to analyse the situations, processes in place and progress of the work and report the forecast
-
- Ability to research, digest, analyze and present material clearly and concisely

Compensation:

- Competitive, based upon the experience. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, and rapidly growing organization.

*If this position excites you, please send in your CV's to sravan@balavikasa.org

*Candidates that apply should have adequate knowledge and experience in the above specified areas.

*Candidate that applies should be willing to relocate to Warangal, Telangana.