

Vacancy Announcement in M.S. Swaminathan Research Foundation

General Information		M S Swaminathan Research Foundation is searching for suitable candidates for Project Assistant (one positions) under its regional centre at Jeypore, Odisha
Job Code		
About MSSRF		<p>The M. S. Swaminathan Research Foundation (MSSRF) was established in 1988 as a not-for-profit trust. MSSRF was envisioned and founded by Professor M. S. Swaminathan. The Foundation aims to accelerate the use of modern science for agricultural and rural development through the development and dissemination of technology to improve the lives and livelihoods of tribal and rural communities. MSSRF follows a pro-poor, pro-women, and pro-nature approach and applies appropriate science and technology options to address practical problems faced by rural populations in agriculture, food, and nutrition.</p> <p>MSSRF is present in six states of India. Please visit our website for more information. http://www.mssrf.org.</p>
Essential Qualification		<ul style="list-style-type: none"> • Master's degree in Commerce, MA in Sociology or Master's Degree on equivalent degree. • Computer knowledge on MS Office. • A minimum of 2 years of relevant work experience.
Desirable Qualification		<ul style="list-style-type: none"> • The candidate should have basic computer skills in documentation, presentation, and reporting. • A commerce background with accounting knowledge is preferable. • Experience in office administration is required. • Fluency in English and Odia is essential.
Job Description		<ul style="list-style-type: none"> • Responsible for overseeing daily office operations and ensuring adequate management of office supplies. • Managing calendars, scheduling meetings or appointments, and coordinating logistics for office events, meetings, conferences, and staff activities. • Maintaining accurate records, documentation, and filing systems of office documents, as well as assisting with accounting and financial reporting. • Handle invoices, vendor management, and expense tracking while managing office equipment, technology, and software used for the project. • Maintaining organized and up-to-date databases, and preparing reports, presentations, and other documentation for senior management.
Age Limit		35 years
Location		Jeypore Biju Patnaik Tribal Agro-biodiversity Centre, M S Swaminathan Research Foundation, Jeypore, Odisha
Period		One Year (The above position is purely on a temporary, contractual basis with a maximum duration of One year. The position is co-terminus with the project. The initial appointment will be for one year and will be extended based on the performance of the candidate.)
Remuneration		INR.25,000/-per month

Terms & Conditions:		<ol style="list-style-type: none"> 1. Those candidates, who are already employed in any organization, should bring a “No Objection Certificate” from the present employer 2. Those candidates already working in MSSRF should submit their applications through their reporting authority. 3. The candidates have to produce all the original certificates at the time of the interview for verification. 4. Upon selection, candidates are expected to join duty within 15 days.
Mode of Application	:	<p>The candidate must submit a CV detailing their academic records, achievements, experience, and contact information for two references they have worked with in the last two years to this email address: admn@mssrf.res.in. Candidates should also submit scanned copies of their educational qualifications and experience certificates. Only shortlisted candidates will be contacted for a personal interview.</p> <p>For any issues related to the application, please contact +91 9438847307.</p>
Last date for Submission of application	:	3rd November 2024 .