

## Vacancy: Administrative Assistant, ICEE

The Administrative Assistant will be part of the Initiative on Climate, Energy, and Environment (ICEE) at the Centre for Policy Research (CPR) and carry out all administrative duties required. This will include supporting ICEE staff in addressing finances, IT, logistics, and HR needs, coordinating closely with the central administrative and accounts team, and being the point person for general ICEE-related coordination.

### **Responsibilities**

Coordinating a range of administrative tasks, including but not limited to:

#### *Logistics, Staffing, Accounts, and Other Assistance*

- Managing financial transactions, such as petty cash and reimbursements
- Providing travel assistance, relating to bookings, travel paperwork, or currency and advances
- Managing office space and team seating arrangements
- Offering assistance to senior staff including calendar management and replying to select emails
- Procuring equipment and stationery, processing printing and couriers
- Maintaining lists of vendors, potential recruitment avenues, and external outreach contacts
- Maintaining the team's online accounts, subscriptions, and project files
- Assisting in staffing and recruitment processes, including preparing JDs, shortlisting candidates, facilitating interviews, preparing contracts, on-boarding new hires, and managing exit processes
- Interfacing with central HR, Admin, IT, communications, and accounts teams as needed
- Providing any other support as required

#### *Additional Responsibilities*

Either independently, or in coordination with relevant staff within ICEE:

- Managing event organization and logistics – across physical, online, and hybrid formats
- Tracking & coordinating public engagements by ICEE staff; managing preparation of ICEE newsletter
- Managing publication processes, including cataloguing research and communication outputs
- Supporting preparation of grant applications, progress reports, and other funding requirements

### **Qualifications**

- Bachelor's degree in any discipline
- Minimum 4-6 years of relevant work experience preferred
- Strong familiarity with MS-Office, including MS-Excel
- Understanding of webinar platforms like Zoom is desirable
- Strong written and verbal communication skills in English

### **Remuneration**

- Salary commensurate to experience and the role

### **Application Instructions**

- Please submit your application, with a one-page CV and a brief cover letter, in a single file to: [climate.initiative.cpr@gmail.com](mailto:climate.initiative.cpr@gmail.com)
- Please write the following in the subject line: 'Application: ICEE Administrative Coordinator'
- Please note that only shortlisted candidates will be contacted
- Application deadline is **06-05-2022**

### **About the Centre for Policy Research**

The Centre for Policy Research (CPR) has been one of India's leading public policy think tanks since 1973. CPR is a non-profit, non-partisan, independent institution dedicated to conducting research that contributes to high quality scholarship, better policies, and a more robust public discourse about the issues that impact life in India.

CPR brings together India's best thinkers and policy practitioners who are at the forefront of both research and engagement in the policy space, drawing from various disciplines and professional backgrounds. CPR conducts advanced and in-depth research on a wide range of policy-relevant issues, with a focus on India's 21st-century challenges. Through its research and policymaking engagements, CPR works closely with policymakers in its aim to place India firmly on the path of building a twenty-first century policy ecosystem.