

Urgent Recruitment: Project Assistant

SBC³ is a Section 8 (non-profit) Public Company, focused on developing and implementing SBCC programs. SBC³ is a UNICEF Partner organisation and has been working with UNICEF on developing SBCC strategies to End Child Marriages in Maharashtra.

We are recruiting for this UNICEF funded project for Ending Child Marriages (ECM) titled 'SAKSHUM' which has significant adolescent empowerment and gender transformative program components. UNICEF projects are a great opportunity for professional learning and growth.

These posts are exclusively for native Mumbaikars. Good command of spoken and written English-Marathi speaking natives will be preferred.

Website: www.centreforsbcc.org

Position: -

- a. Title: Project Assistant
- b. No. of Posts: One (1)
- c. Location: At our office located at Santa Cruz East Mumbai, close to the Railway station.
- d. Timing: Full-time position, 5-day week.
- e. Qualifications: Postgraduate in any discipline but MSW preferred.
- f. Language proficiency: English, Hindi. Marathi will be an added advantage
- g. Experience: Fresher or max 1 year experience. **People with more experience please do not apply.**
- h. Date for Joining: Immediate
- i. Roles and Responsibility:
 - Project Related work: - Provide logistics, materials, and program support to the entire team, follow up with NGOs, follow up with each district team for data from DMIS, collate data,
 - Administrative Assistance: - Office file maintenance ensures proper filling and retrieval of documents, both physical & digital, scheduling Zoom meetings, coordinating with vendors, tracking team attendance, providing printing & stationery when needed, courier management, travel booking, hotel booking, and other office-related day-to-day work.
 - HR-related Work: - Assist in posting job openings when needed, and help with the onboarding process for the new hires, including preparation of orientation, materials, and documents, leave record, and Employee detail record management.
 - Accounts-related Related work: - Assist in the preparation & processing of invoices and other financial documents. Manage registers such as payment register, bill register, Asset register, etc. Manage petty cash, Coordinate with vendors for estimates, prepare cost analysis and get approvals of Purchase Committee, Place Pos and ensure delivery meets, Preparation of salary slips, and Reimbursement checking of onboard employees.
- j. Skills and Competencies: Proficiency in Ms. Office Suits (Excel, Word, PowerPoint), Emails
- k. Remuneration: Remuneration will be between Rs. 18,000 /-and Rs. 22,000/-per month subject to qualifications and experience.
- l. Reporting to: To Founder and MD, to Director. Will need to work with the Accountant.
- m. Residents : **This position is for residents of Mumbai only . Applications from candidates residing outside will not be considered. Please make sure your CV carries full Mumbai address.**

- n. Email your Cv to: - Interested candidates please send us your CV by email, **before 18th July 2024** to "contact@centreforsbcc.org" with the subject line marked with the Position Code : **Project Assistant, Mumbai**

