



Terre des hommes

Helping children worldwide.

Job Advertisement

Name of the position	: Office Assistant
Location	: Kolkata
Job type	: Fixed Term -Full time
No. of Vacancy	: 1 (One)
Closing date of application	: 05 January 2025

About the Organisation:

Terre des hommes (Tdh), the leading Swiss child relief non-profit organization headquartered in Lausanne, Switzerland. The Foundation has been helping over five million children and their families in need for over 60 years, defending their rights regardless of their race, creed, or political affiliation. Tdh's mission is to improve the living conditions of the most vulnerable children by direct support, advocacy, promoting child participation for the respect of their rights, strengthening communities and institutions to better respond to children's needs. In over 30 countries, Tdh protects children against exploitation and violence, improves children's and their mother's health and provides emergency psychological and material support in humanitarian crises.

Tdh Foundation has been working in India since 1976. In India, Tdh Foundation has been registered since 2008 as a Liaison Office. Tdh's main programme priorities in India are Unsafe Migration, Maternal and Child Health, WASH and Emergency response. Tdh implements projects through local partners in the states of West Bengal and Jharkhand and has plans to grow its programming in other states as well. Besides financial support, Tdh supports its partners with technical support and is involved in all stages of the project – from designing to monitoring and evaluation. Tdh works at a systemic level, engaging with formal and non-formal actors, Government, service providers, civil society organisations, communities, families and children themselves to ensure the care and protection of vulnerable children on the long-term.

About the Position:

The Office Assistant is responsible for the smooth day to day running of the India Delegation Office (IDO) and general work to ensure the effective functioning of the TDH India office. This position will be based in Kolkata and will take the assignment in the field whenever required or requested by Head of Country Office (HoCO)-India.

Reporting: HR & Logistics Coordinator

Regarding Employment Contract: Initially for 1 year (Renewable based on the performance and organization's requirement). Probation period is 3 months from date of joining.

Main Responsibilities

- Responsible for handling the front desk of Tdh IDO Kolkata office.
- Open (9.00 am) & close the office and to ensure all doors, windows, internet connections, lights, fans, ACs etc are closed/switched off before leaving the office premises.
- Prepare Tea / Coffee / Refreshments for the IDO Staff, Visitors, Guests, Consultants etc. as and when required.
- Clean open area, kitchen utensils /accessories on day to day basis.
- Responsible for office supplies, Pantry and maintaining adequate stock of consumables and printing stationery. Maintain & manage inventory of office supplies like stationary etc.
- Managing food items, refreshments etc. for the visitors, guests whenever required.
- Arrange the IDO Meeting room neat & clean and make necessary arrangements for the IDO Team.
- Assist in all administration and logistics work including travel, Hotel booking, conference/workshop / meetings.
- Supporting Logistics and Finance Department to run the Tdh office in a smooth way.



- Ensure proper filing of office papers in a readily retrieval form and assist as and when required
- Undertake minor repairing work of Tdh office and keep informed of the progress with his line manager from time to time basis and ensuring all appropriate services are up and running & office equipments are maintained properly.
- Managing the IDO office main door key and contact to the Security guard/s time to time as per instruction / guidance from the line manager.
- Manage the water connection, drainage system of IDO.
- Issue GRN and gate pass for incoming and outgoing stock in IDO Kolkata office/ store.
- Maintain courier register and update the incoming and outgoing mails/courier/Indian post etc.
- Adhere to and promote application of the Tdh Child Protection, Code of Conduct, Whistle Blowing and Anti-Fraud/Corruption Policies.
- Maintain confidentiality in job function
- Any other tasks as assigned by the Reporting Line

Expected qualification and experience:

Qualifications / Experience	<ul style="list-style-type: none"> ○ Minimum 12th pass or equivalent degree ○ Minimum 5 years of experience in which at least three years of experience with an NGO/INGO. ○ Working knowledge (written & spoken) in Bengali, Hindi & English. ○ Experience in administrative arrangements. ○ High and internalized professional standards, and an ability and willingness to work with commitment and independently. ○ Ability to adapt, to be flexible and to cope with stressful situations and tight timelines. ○ Comfortable in using computer & emails.
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Expected Skills:

Skills	<ul style="list-style-type: none"> ○ Initiative to take on responsibility and work with minimal supervision. ○ Strong communication, organizational, coordination and negotiation skills. ○ Ability to work in irregular hours. ○ Willingness to actively participate in office activities and contribute to general office work. ○ Ability to exhibit initiative in task completion, and thereby enhance effectiveness in service. ○ Ability to operate and install audio / visual equipments. ○ Sensitivity to gender equality and equity issues in work practices.
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This job description may be amended in line with the activities or evolution of the Mission.

Risk Management Policies

The employees of Tdh must abide by and adhere to the Tdh child safeguarding policy and risk management policies as well as Rules and Regulation of Tdh.

Recruitment & Remuneration:

Tdh offers a competitive package of remuneration based on the candidates' experience and credentials. In addition, Tdh provides Gratuity (as per Payment of Gratuity Act, 1972), Medclaim Health Insurance coverage for Employee & family and Accidental insurance coverage for the Employee.

How to apply:

Interested candidates should apply with a covering letter explaining how his/her skills and experiences match the requirements mentioned above along with an updated CV to ind.office@tdh.org by **05 January 2025**. Please mention the text "**Application for the position of Office Assistant**" in the subject line of your email.



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The recruitment and selection procedures of Terre des hommes reflect our commitment to child security and safeguarding. Please note that as per Tdh Child Safeguarding Policy, one of the references mentioned in the CV needs to be the candidate's current or immediate past employer. The references will be contacted before offering the job Offer Letter.

Only shortlisted candidates will be contacted. Please note that Tdh does not reimburse any travel allowance or daily allowance for attending interviews and no relocation cost will be provided by Tdh.

Note: Tdh provides a safe working environment for all its employees; following the principle of equal opportunity Women, persons living with a disability, SC/ST/religious minorities, people living with HIV AIDS and candidates from the LGBTIQ+ community are encouraged to apply.

Job Email id: ind.office@tdh.org

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