



sochara
building community health

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Society for Community Health Awareness, Research and Action - SOCHARA

Registered under the Karnataka Societies Registration Act 17 of 1960, S.No. 44/91-92.

05-03-2025

VACANCY FOR AN ADMIN OFFICER: SOCHARA – BENGALURU

The Society for Community Health Awareness, Research and Action (SOCHARA) is a not-for-profit organisation.

About SOCHARA

SOCHARA is an interdisciplinary resource group of community health professionals utilizing multiple pathways to facilitate and promote the goal of Health for All since 1991 (www.sochara.org). This is SOCHARA's 40th year having commenced as the Community Health Cell in January 1984. SOCHARA headquartered in Bengaluru with two units in Bhopal and Chennai. SOCHARA is registered as a non-profit organisation under the Karnataka Societies Registration Act, 1960.

We are looking for a dynamic, experience Admin Officer – to be based in Bengaluru.

Job Description

- The Administrative Officer will act as the point of contact for all employees of all the units, providing administrative support and managing their queries. Main duties include managing office stock, preparing regular reports
- Overseeing of the functions of the members of the non-technical staff;
- Extending the necessary support to the technical staff of the SOCHARA in executing their tasks especially in the areas of providing personnel, administrative and related matters;
- Overseeing the functioning of the Accounts Section of the organization including the checking of books of accounts/vouchers/invoices/bank statements/other documents.
- Regular interaction with the Secretary-coordinator, Co-coordinators of the Units for the efficient functioning of the organization.
- Liaising with the government and statutory bodies/other organizations in relation to the work of the Society whenever required.
- Ensuring compliance of statutory requirements – FCRA, Income Tax, Society related etc.
- Interacting with the auditors of the Society – internal and external – for the timely auditing of accounts.
- Managing office stock, preparing regular reports.
- Support SOCHARA's Secretary-Coordinator regarding Executive Committee (EC) meetings, Finance and Management Committee (FMC) meetings, Project Management Units (PMU) meetings and other meetings.
- Travel management for meetings and visitors; Electric, water, sanitation, telephone, internet maintenance; maintaining attendance registers and minutes registers of AGBM, ECs, FMC and other meetings.

- Computer systems maintenance and virtual meetings; maintaining stock registers; income and outgoing registers, etc.,
- Updated personal files of all the staff member.

Essential Requirements

- Post-Graduate (Any degree +MBA). Expertise in admin related work
- Willingness to work with a team and play a leadership role

Desirable requirements

- At least 5-10 years of experience in admin related work.
- Proficiency in written and spoken English & Kannada;
- Experience working with a Non-Profit organization

Job location

- The appointee will be based in SOCHARA Bengaluru office; should be willing and able to undertake travel to other units which are based in Bhopal and Chennai.
- This position requires a full-time presence at the SOCHARA, Bengaluru office.

Duration

The duration of this role would be 3-6 months (decided post-interview). Possibility of conversion into a full-time role based on performance.

Remuneration

- The remuneration will be commensurate with experience

How to apply:

Please email to <prafulla@sochara.org> with your bio data, two references with their contact details, emails and postal address. Copy to: mayamyrada@gmail.com.

LAST DATE TO APPLY: 15-03-2025