

WaterAid is the UK's only major charity dedicated exclusively to the provision of safe domestic water, sanitation and hygiene education to the world's poorest people. WaterAid is an equal opportunities employer.

WaterAid India operates as a liaison office of WaterAid UK that has operations in 17 countries of Africa and Asia. Our Liaison Office (Country Office) in New Delhi and Additional Liaison (Regional) Offices in Bangalore, Bhopal, Bhubaneswar, and Lucknow support the work of a large number of national and regional NGOs in the provision of safe and effective water and sanitation for poor and marginalized communities.

WaterAid India invites applications from experienced and professionally qualified candidates for the following position, to be based in New Delhi as part of the WaterAid India Country Office. The salary and benefits offered is competitive one of the best in the sector.

Admin & IT Officer New Delhi

Primarily responsible for the Admin and IT functions for the Delhi office, the position is required to coordinate, support and consolidate Admin and IT support role for the entire programme which includes the country office in Delhi and 4 Regional Offices. The post holder reports to Director Finance and Administration. This being a critical programme support function, the position is expected to demonstrate people friendly attitude, provide timely support and develop well planned work plans and annual calendar of deadlines for key compliance. In performance evaluation of this position, the Line Manager will take inputs from other Units of WAI.

The main responsibilities include

- Procurement, maintenance and performance of general utilities,
- Contracts related to facilities and IT services,
- Maintenance and insurance of all assets and facilities
- Ensure Health and safety systems and essential security support in all WAI offices
- Comprehensive office insurance
- Management of Fixed assets
- Database of suppliers and service providers
- Compliance to Admin, procurement, software licensing and IT protocols
- Support the Director in developing appropriate Admin & IT policies and procedures
- WAI Information Technology systems. Efficient management of server and networking
- Basic Capacity building on IT to all staff and Regional Teams
- Data security and back up
- Ensure operational effectiveness and effective trouble shooting of IT systems and services.
- Supervise the work of service providers and suppliers and ensure best value for money.
- Other Admin & IT functions

Person Profile

Essential

- Post Graduate in related field
- Minimum 5 years of relevant work experience, out of which at least 3 years should be in a similar position.
- Knowledge of Networking design and implementation.
- Has experience in developing and/or implementing backup systems, in planning and or expansion of network, in database and system design, testing, and troubleshooting for small to medium size organizations

Desirable

- Experience of working with reputed National and/or International NGOs/Aid Agencies

For an application form and further information please email us at: waindhr@wateraid.org. Only short-listed candidates will be informed of the interview. Last date for receiving completed applications is **3 April 2009**.