

**Terms of Reference for engagement of a home based Individual Consultant-  
Executive Assistant**

<b>1</b>	<b>Name of Consultancy position</b>	Consultant- Executive Assistant
<b>2</b>	<b>Purpose of assignment</b>	<p>For smooth coordination of various activities associated with the new project, the Executive Assistant to provide executive support to the Project Director in New Delhi. The Executive Assistant will serve as the primary point of contact for internal and external communication for NERLP in New Delhi on all matters pertaining to the new project.</p> <p>The Executive Assistant will serve as a Secretary to the Project Director; organizes and coordinates meeting of Project Director with ministries, World Bank and other stakeholders in New Delhi.</p> <p>Managing diaries, organizing meetings and appointments for the Project Director</p> <p>Dealing with correspondences</p> <p>Managing logistics of the Project Director in New Delhi</p> <p>Organizing events and conferences in New Delhi</p> <p>The Executive Assistant must be creative and enjoy working independently. The ideal individual will have the ability to exercise good judgment in a variety of situational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters.</p>
<b>3</b>	<b>Type of appointment</b>	Individual Consultant
<b>4</b>	<b>Status of appointment</b>	Contractual- Fixed Term Engagement (up to 30 <sup>th</sup> September 2019)
<b>5</b>	<b>Qualifications / special skills or knowledge required of the Consultant</b>	Graduation having 2 years of experience in the relevant field
<b>6</b>	<b>Competencies</b>	Excellent communication and writing skills in English.
<b>7</b>	<b>Communication</b>	Excellent written and spoken communication skills in English & Hindi
<b>8</b>	<b>Team Work</b>	ability to work collaboratively with Regional Project Management Units as well as District Project Management Units
<b>9</b>	<b>Other Skills</b>	Excellent computer skills are required in the complete Microsoft Office Suite (Word, Excel, PowerPoint & Internet)
<b>10</b>	<b>Duration of Consultancy contract</b>	30 <sup>TH</sup> September 2019 (Fixed Term Engagement)

<b>11</b>	<b>Monthly Consultancy Fees</b>	INR 35,000/- per month
<b>12</b>	<b>Travel Involved</b>	Occasional
<b>13</b>	<b>Duty Station</b>	New Delhi
<b>14</b>	<b>Other benefits/ entitlements, if any</b>	No. However, in the case of travel to out of duty station, S/he will be entitled for TA/DA at par with the Office Assistant/ PA to Project Director. The Consultant will be eligible to avail the facilities of leave/holidays as applicable for other Individual Consultants at RPMU, Guwahati.
<b>15</b>	<b>Working days/hours</b>	Monday to Saturday from 9.30 AM to 5.30 PM (2 <sup>nd</sup> & 4 <sup>th</sup> Saturday Off)
<b>16</b>	<b>Payment Term</b>	The Consultant shall be paid the monthly Consultancy fees of the current month latest by 1 <sup>st</sup> week of the subsequent month. Necessary taxes shall be deducted as per Govt. rules.
<b>17</b>	<b>Supervisor</b>	Project Director
<b>18</b>	<b>Remarks</b>	Interested candidates are invited to send their CV and a cover letter to hr.nelps@gmail.com by _____. The consultancy assignment is expected to start immediately.