

International Institute for Population Sciences (IIPS)

(Deemed University)

IIPS Alumni Association (IIPSAA)

Govandi Station Road - Deonar- Mumbai 400088

Ph. No. 022-42372400/401, Web site: <https://www.iipsindia.ac.in>

IIPA Global Alumni Meet

Virtual Interview is being scheduled for the following ad-hoc post on the account of the above meet for the period of **two months**.

Position	Roles and Responsibilities:
Executive Assistant	<ul style="list-style-type: none">• To carry out the managerial tasks.• To compile various documents, preparation of report and minutes of the meetings,• Coordinating with various coordinators and alumni of different committees.• To compile various documents, computer files and writing the minutes of various committees.• To schedule the virtual meetings of various committees.
Qualifications	<p>Essentials:</p> <ul style="list-style-type: none">• Post Graduate degree in any discipline with 1year experience in office management/event management <p>Desirable:</p> <ul style="list-style-type: none">• Good English writing skill• Good communication skill• Experience in organizing various events• Acquaintance in organizing online events, programs etc.• Possessing laptop of good condition.
Salary	Rs.30000/- per month (Consolidated).

The interview is scheduled on **August 23 2021 (Monday) at 2.30 p.m.** via WebEx platform on the following link:

<https://iipsindiaorg.webex.com/iipsindiaorg/j.php?MTID= m59ae42d3a0a20a12daa3e004485fe d61>

The interested candidate may send their Curriculum Vitae, photo and testimonials and supporting (experience, academic) documents to **alumni@iips.net** by **20th August 2021**.

The above said post is purely temporary and temporary appointment shall terminate with completion of the work or the period of appointment, whichever is the earlier. The job location will be Mumbai.

Educational Qualification or working experience may be relaxed in deserving cases.

Asst. Registrar (Admin)
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Deonar, Mumbai-400088