TERMS OF REFERENCE

Administrative Coordinator

LOCATION: New Delhi, India
POSITION TYPE: Full-time, office-based

About GDN

The Global Development Network (GDN) is a public international organisation that supports high-quality, policy-oriented, social science research in Low- and Middle- Income Countries (LMICs), to promote better lives. Founded in 1999, GDN is headquartered in New Delhi (India), with offices in Clermont-Ferrand (France) and Arlington (USA). Our work spans the Global South.

Position Summary

The Administrative Coordinator will play a pivotal role in the organisation by supporting the operational efficiency and effectiveness: s/he will be supporting with the smooth running of our day-to-day operations and also curating the coordination between GDN programmes and GDN's administration and finance team. This position offers an exciting opportunity to contribute to our mission and grow within our organisation.

Scope of Work

The Administrative Coordinator will provide administrative and operational support to ensure efficient and effective functioning of the organisation. This role involves coordinating various operational activities, managing documentation, and supporting team members as needed.

Administrative Oversight

- Ensure the efficient management of daily administrative functions, including office operations, correspondence, and internal workflows, to support smooth organisational performance.
- Maintain a well-organised scheduling system for appointments, meetings, and key deadlines, ensuring optimal use of time and resources.
- Facilitate effective communication across the organisation by managing correspondence, disseminating critical information promptly, and coordinating with relevant stakeholders.

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- Support onboarding and offboarding processes for staff, including orientation, access to systems, and compliance with organisational policies.
- Assist in preparing reports, presentations, and briefing materials for internal and external stakeholders.

Operational Efficiency
- Support the development, implementation, and monitoring of operational plans and strategies to achieve organisational objectives.
- Coordinate and streamline processes, workflows, and procedures to enhance overall productivity and operational effectiveness.
- Assist in resource allocation, including personnel, equipment, and logistics, to ensure seamless execution of tasks and projects.
- Provide comprehensive administrative and logistical support to President's office, enabling them to focus on strategic priorities and key deliverables.
- Monitor operational timelines, milestones, and deliverables to ensure alignment with organisational goals.
- Identify operational bottlenecks and recommend process improvements for efficiency and cost-effectiveness.
- Coordinate internal and external meetings for the President, including logistics, agenda preparation, and follow-up.
- Support budgeting and financial tracking related to operational activities and expenditure monitoring.

Data Integrity and Management
- Lead the creation and maintenance of a centralised digital repository for all GDN documentation, ensuring accessibility and usability for team members across country offices and global locations.
- Develop and manage a comprehensive contacts database, maintaining data accuracy, consistency, and integrity across organisational records.
- Establish and maintain systems to track GDN's deliverables, ensuring timely follow-ups both internally within teams and externally with partners and stakeholders.
- Oversee the systematic collection, organisation, and maintenance of operational data, ensuring accuracy, security, and easy retrieval for reporting and decision-making purposes.
- Generate reports, dashboards, and analytics to monitor performance metrics and operational outcomes.
- Train staff on proper documentation practices, database usage, and internal information management protocols.
- Support knowledge management initiatives to capture institutional learning and best practices for organisational growth.

Qualifications
- Education: Bachelor's degree in Business Administration, Management, or a related field preferred.
- Experience: Minimum of seven (7) years of experience in an administrative or operational role.

Skills
- Excellent organisational, coordination and multitasking abilities.
- English proficiency: strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Ability to work independently and as part of a team.
- Detail-oriented with strong problem-solving skills.

Competencies
- Interpersonal Skills: Ability to interact effectively with team members and external stakeholders.
- Time Management: Capable of managing multiple priorities and deadlines.
- Adaptability: Flexibility to handle changing demands and priorities.
- Initiative: Proactive approach to identifying and addressing operational needs.

Application Procedure
Interested candidates are invited to submit the following documents on GDN's [Application Portal](#):
- An updated CV
- A cover letter detailing their qualifications and experience including your salary expectations
- Contact details of at least three professional references

Please specify the earliest date you can join. GDN aims to fill the position on priority so applications would be reviewed on a rolling basis. The deadline for applications is **January 23, 2026**.

Global Development Network is an equal opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.