

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 organization that supports high quality, policy-oriented, social science research in Low- and Middle- Income Countries, to promote better lives. We help connect researchers and research institutions to financial resources, global networking, research management support, access to information, training, peer review and mentoring. Founded in 1999, GDN is currently headquartered in New Delhi, with a presence in Clermont-Ferrand, France and the United States. For more information, visit the GDN [website](#).

Position Summary

The Administrative Coordinator will play a pivotal role in the organization 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 programs and GDN's administration and finance team. This position offers an exciting opportunity to contribute to our mission and grow within our organization.

Terms of Reference (ToR)

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

Administrative Oversight:

- Ensure efficient management of daily administrative functions.
- Maintain a well-organized scheduling system for appointments and meetings.
- Facilitate effective communication within the organization through timely handling of correspondence.

Operational Efficiency:

- Support the development and implementation of operational plans and strategies.
- Coordinate and streamline processes to enhance productivity and efficiency.
- Assist in resource allocation and logistics to ensure seamless operational workflows.
- Provide administrative and logistical support to enhance team productivity.

Data Integrity and Management:

- Lead the initiative of creating a common drive for all GDN documentation from various departments easily accessible by various country offices and team members from various locations across the globe.
- Lead the initiative of creating a contacts database and ensure data accuracy and integrity in organizational databases.
- Maintain the system of tracking and following up on GDN's many deliverables within the teams as well as with external partners & stakeholders.
- Ensure accurate and systematic collection, organization, and maintenance of operational data.

Qualifications

- Education: Bachelor's degree in Business Administration, Management, or a related field preferred.
- Experience: Minimum of five (5) years of experience in an administrative or operational role.
- Language: Professional-level French would be an asset.

Skills

- Excellent organizational 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 send:

- An updated CV
- A cover letter detailing their qualifications and experience including your salary expectations
- Contact details of at least three professional references

to jobs@gdn.int with the subject line 'Administrative Coordinator' Application – [Your Name].'

Please specify in the body of the email the earliest date you can join. GDN aims to fill the position on priority. The deadline for applications is **June 25, 2024**.

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.

