



ಸಮುದಾಯ ಆರೋಗ್ಯ ಜಾಗೃತಿ, ಸಂಶೋಧನೆ ಮತ್ತು ಕ್ರಿಯಾ ಸಂಸ್ಥೆ

Society for Community Health Awareness, Research and Action - SOCHARA

Registered under the Karnataka Societies Registration Act 17 of 1960, S.No. 44/91-92.

8-5-2023

VACANCY FOR ADMIN SECRETARY, SOCHARA – SOPHEA

Society for Community Health Awareness, Research and Action (SOCHARA) is a not for profit organization and is an interdisciplinary resource group of community health professionals utilizing multiple pathways to facilitate and promote the goal of Health for All.

Community Health Learning Programme (CHLP) and Masters in Public Health (MPH) Programme are two structured training programmes for young persons facilitated through School of Public Health, Equity and Action (SOPHEA).

We are looking for a candidate for the post of Admin Secretary, SOCHARA - SOPHEA. The details are as follows:

Prerequisites: Any graduate degree, passion and a reasonable academic/ administrative background with one or two years of experience.

Desired personal qualities: Good written and oral communication skills, well versed with email.

Roles and Responsibilities:

Provide administrative support to the SOCHARA-SOPHEA academic teaching-learning team through:

- To liaise with the organisation's institutional bodies, team members, programme participants, partners, associates and alumni.
- To organise and schedule appointments, meetings and interviews
- Take accurate minutes of meetings and share action points.
- To prepare and proofread correspondence letters, forms and other documents
- To maintain computer and manual filing systems, to access files, reports and records.
- To maintain contact lists
- To carry out administrative duties such as filing, typing, copying, scanning, printing etc.
- To assist with educational programme admission and implementation procedures (including preparing applicant profile summaries, fee payment, etc)
- To assist with module development and delivery (including video recording and editing, module tracking, learning management system, etc)
- To support event management (including booking travel and accommodation, logistics, etc)

Remuneration: Remuneration will be INR 25,000-30,000 per month - based on the experience.

How to apply?

- Write to the Secretary-Coordinator, SOCHARA, Bangalore by email (details given below), with your CV.
- Provide the names of at least two referees with their postal address, telephone numbers and email address;

Please write to us for any further queries. Interview – face-to-face or Skype/Telephone will be held in Bangalore for short listed candidates.

LAST DATE : 15th May 2023

Apply to: The Secretary - Coordinator, SOCHARA, No. 359, 1st Main,
1st Block, Koramangala, Bangalore – 560 034. Phone: 080-25531518
Email: chlp@sochara.org / admin@sochara.org / www.sochara.org