

## **DETAILS OF THE JOB VACANCY**

### **Assistant Manager (Administration)**

#### **Reporting to the General Manager Administration**

#### **Requirement**

There is an urgent requirement of **Asst Manager(Adm)** at AFNHB, HQ at New Delhi on a contractual basis. Initial contract would be for duration of two years with probation period of six months extendable to one year. The contract may be renewed subject to existence of the requirement and will be decided based on the assessment of performance, honesty, capability of the individual to shoulder responsibilities and ability in completing the tasks assigned from time to time. Renewal of contract cannot be claimed as a matter of right.

#### **Job Content**

The Assistant Manager (Admin) would be responsible to the General Manager (Admin) for the following:-

- (a) Ensure strict compliance of existing rules on allotment of Dwelling Unit to registered members, registration/booking of flats by members, cancellation of membership, timely draw of lots issue of policy and other letters on these issues.
- (b) Supervise the Public Relations set up.
- (c) Attend to all correspondence on registration, allotment, cancellation etc for on table action.
- (d) Look after the welfare of the staff in the Admin Department.
- (e) Perform such other duties as assigned by the GM(Admin), DDG and DG.

#### **Desired Qualification**

The candidate should be **Graduate/MBA/MA with 5 yrs of experience from a recognized university**. Candidate who has attained these qualification (s) through regular courses would be given preference. The position viz. **Asst Manager(Adm)** will be decided based on qualification and experience.

#### **Desired Skills, Interests and Qualities**

The candidates should have

An organized approach and excellent time management skills.

The ability to work well as part of a team.

Be proficient in various computer software packages, including Microsoft Word.

PowerPoint, Outlook and Excel.

A good command over English language both spoken and written.

Accuracy and attention to detail.

The ability to use your own initiative.

Should have handled similar jobs in earlier assignment.

Should possess strong written and oral communication skills.

Should possess good man management skills.

Should have pleasant mannerism and desire to complete jobs on time.

Punctuality and respect for the rules and regulation.

### **Desired Experience**

The candidates should have an experience of **05 years** in similar job. The post viz **Asst Manager (Adm)** will be decided on experience and qualification.

### **Expected Salary**

The salary will Commensurate with the abilities, experience and the post offered to the candidate.

### **How to Apply**

Interest candidates should apply with their latest colour photograph and identity proof with all supporting documents by **10 Aug 16** either through post or email as per following address:-

The Director General

Airforce and Naval Housing Board

Race Course New Delhi 110003

Email- [directorgeneral@afnhb.org](mailto:directorgeneral@afnhb.org)

The envelop should be clearly marked” **FOR THE POST OF Asst Manager (Adm)**”. Similarly the applications through email should contain these lines in the subject field.

### **Instruction for Selected Candidates**

Selected candidates will be required to join within One month of the issue of appointment letter.

The appointee will have to submit a medical fitness certificate from IMA registered doctor.

The AFNHB is a society registered under Societies Act 1860. It is a private Organisation and not a govt body.

Appointment will be governed by the Terms and Conditions of Service as stipulated in the appointment letter which would be handed over to you on confirmation of selection.

### **Point to Note**

The Director General has right to select any candidate and/or reject all candidates without assigning any reason.