

15th Jan, 2021

KHPT is a not for profit entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a single mission to reduce the prevalence of HIV in Karnataka's high priority pockets. The initiative's success made it a scalable model at national and global levels and KHPT became a learning site for innovative approaches. The unique DNA of our programs is a combination of evidence generation, grassroots community connect and government relationship. With these strengths, we learned and reflected on our decade long experience leading us to look beyond HIV to four other thematic areas. KHPT currently works on TB, HIV-AIDS, MNCH, Adolescent Health and Comprehensive Primary Health Care. KHPT is seeking application for the following position.

Executive Assistant: 1, Bangalore

Roles & responsibilities

- Manage complex calendars, organise meetings, coordinate travels and reconcile expenses
- Aid in preparing for Board meeting agendas, communications, follow-ups. Maintain/manage all the documents related to the Board of Trustees.
- Prepare organisation development pitch decks and work with different thematic teams/functions
- Draft slides, meeting notes and documents, welcome visitors, review correspondence, assist in drafting of organisation communication including draft of correspondence to government departments
- Help plan and organise a variety of events for leadership
- Systematically store all organisation-related information/data for quick and efficient retrieval in the future
- Additionally, work closely with the HR Department and assist in day-to-day activities

Qualifications, competencies and skills

- Graduate/Post Graduate in any discipline with minimum 3-8 years of relevant experience as an Executive Assistant to senior leaders in the health sector
- Proficient in Microsoft office suite, expert in Outlook/Google Apps, including Gmail, calendars, sites, sheets, slides and docs.
- Excellent note-taker, able to understand varied organisational and technical talks while taking effective minutes and capturing action items
- Experience in managing multiple priorities, administrative coordination, and logistics
- Well-organised, detail-oriented, ability to multi-task with great follow-up skills
- Strong written and verbal communication skills in both English and Kannada

KHPT provides a safe working environment for all its employees; follows the principle of equal opportunity and encourages women applicants. Also, the physically challenged are encouraged to apply given the required skills/knowledge and willingness to travel.

We follow a systematic selection process to fill the position based on experience, competency, suitability, aptitude to work with our health programmes and in-depth knowledge of the thematic areas we work on. Only the shortlisted candidates will be interviewed.

The above position demands excellent communication interpersonal/computer skills and involves travel. Preference will be given to local candidates and candidates who have work experience in the relevant field.

How to apply

Interested candidates can apply by sending a CV along with a covering letter and email it to jobs@khpt.org. Please visit [our website](#) for more information.

The application should reach on or before **25 January 2021**

Please note that completed applications in the prescribed format will help us in shortlisting.