

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	Management Assistant II
Reports to:	Chairman - Sub Mission
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD A[Chairman - Sub Mission] --- B[Management Assistant II] </pre>	
3. Key Accountabilities	
<p>Executive Support</p> <ul style="list-style-type: none"> Conduct research, analyse reports and data and provide insights, at request or at own initiative, regarding quantitative and qualitative developments of various schemes and initiatives under BVM to superior to facilitate decision-making Assist superior and his / her team in developing presentations, reports, correspondence and other documents for BVM-related activities, as required Assist superior and his / her team in interpretation of analysis and reports provided by other BVM teams and individuals (like Nodal Data Analytics Centre, Sub-Mission Directors etc.) Review relevant incoming correspondence and ensure routing to responsible officer, attaching background documents and highlighting areas requiring action and ensure outgoing correspondence and reports conform to applicable Government standards and procedures Participate in meetings, events, conferences etc. related to BVM, coordinate administrative preparation ensuring all necessary documents and travel requests are sent to participants and prepare and distribute relevant post-event documents (like minutes of meeting, action plans, summary documents etc.), as required Obtain briefing and prepare background materials (presentations etc.) for meetings, events, conferences etc. related to BVM and ensure complete documentation is provided to superior and / or the unit staff attending the meeting Create and/or maintain databases and filing systems and ensure that the relevant documents and information are stored in a proper manner with ease of access and retrieval Maintain relationship and liaise with internal staff at all levels to ensure that the required support is provided / received and relevant activities are carried out in an effective manner Interact with and manage external stakeholders (like other Government officials, vendors etc.) to exchange information and provide required support, as directed by superior 	
<p>Reporting</p> <ul style="list-style-type: none"> Provide insights and information to superior, at request or at own initiative, by means of periodical 	

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and ad hoc reports

- Provide guidance and assist other internal staff in the preparation of timely and accurate reports, as directed by superior

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Follow all relevant policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Economics / Public Policy / Social Work / Development Studies / Rural Development
- Minimum 3 years of post-qualification experience

Preferred

- Less than 40 years[#] of age as on 1st January 2018
- Experience in an Executive Assistant / PMO role and with exposure to data analytics in a private organization and / or multinational corporation
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB)
- PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Economics / Public Policy / Social Work / Development Studies / Rural Development from any of the institutes as published under the National Institutional Ranking Framework* issued by MHRD and / or QS World University Rankings, as updated from time to time

[#] Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered

5. Knowledge and Other Skills

- Good interpersonal skills
- Ability to deal with senior Government and non-Government stakeholders and to handle confidential information
- Data analysis and numerical ability
- High computer literacy skills with thorough knowledge of MS Office suite of products and technology savvy
- Good organizational and planning skills
- Good knowledge of reporting procedures and formats

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6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking	✓		
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive		✓	
v.	Problem Solving		✓	

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>