**FRIENDS OF WWB INDIA**

**POSITION: PROGRAM ASSOCIATE**

**JOB DESCRIPTION:**

Provides administrative and logistical support for projects, initiatives, and programs within the organisation. Works with Capacity Building Team for putting systems and processes to translate the projects to reality.

Drafts contracts, budgets, and donor reports with direction from manager.

Processes financial documents including contracts, expense reports, invoices, etc.

Initiate required correspondence with finance for payments.

Maintain records of all contracts, agreements and supporting documents for programs.

Take up required support for internal audit of the above documents.

Works with and maintains data management and filing for projects/program.

Liaises and communicates with project consultants and field office staff, providing logistical and administrative support, as directed.

Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Commerce /Law or experience matching the above requirements. Proficient in Excel, Word, PPT and other computer related skills.

Experience in similar role shall be an added advantage. Preference shall be given to women candidates.

**LANGUAGE REQUIREMENTS:** Fluency in the English and Hindi.

**LOCATION:** Ahmedabad, Gujarat

**DURATION OF ENGAGEMENT:** Initial contract of 1 year