



Personal Secretary/Executive Assistant Vacancy National Institute of Advanced Studies, Bangalore

The National Institute of Advanced Studies (NIAS), a visionary initiative of J R D Tata, has a mandate to create leaders of substance and credibility in a variety of domains in India, and to carry out in-depth, policy relevant research from a multi-disciplinary perspective, drawing on a wide spectrum of disciplines in the humanities, social sciences, and natural sciences. NIAS provides a congenial atmosphere and institutional support for faculty and scholars to pursue their research and career goals, and expects them to produce significant outcomes in line with the institution's mandate. Please visit our website (www.nias.res.in) for a comprehensive perspective.

NIAS invites applications for a post of Personal Secretary/Executive Assistant to be engaged at the Office of the Director.

As an experienced PS/ES, the candidate should ensure that the Director has excellent administrative support, enabling him to focus on research and high-level management issues. Candidates should be an excellent organiser and communicator within and outside NIAS at various levels with a proactive and friendly attitude. Candidate should have the multi-tasking ability and flexibility to work in this dynamic and ever-evolving environment, and will work well under pressure to meet the timelines.

Duties include:

- Organising of meetings
- Time/diary management
- Organising correspondence and following up on pending matters with limited guidance
- Responding to urgent requirements
- Organising and preparing documents, preparation of meeting papers
- Co-ordinating and booking travel arrangements
- Assisting with organising events

Qualifications and Experience required:

- Should have qualified MA/M Sc
- English Senior Shorthand from a recognized authority
- At least 6 years experience as a Personal Assistant/Secretary
- Outstanding computer literacy with capacity to prepare high quality presentations, reports etc.
- Proven organisational skills
- Initiative

- Maturity to handle a range of situations
- A meticulous and thorough nature
- An ability to work to tight deadlines
- Outstanding verbal and written communication skills
- Loyalty and a high level of confidentiality

Application: Applicants should submit their curriculum vitae electronically including the names and addresses of three referees and a brief statement of interest explaining why they are interested in joining NIAS in a single PDF document. The last date for receipt of application is **31 December 2017**. Shortlisted candidates will be invited to NIAS for an interview

Salary will commensurate with qualification and experience and comparable to other premier institutions in the country.

The applications should be addressed to: Head, Administration National Institute of Advanced Studies, Bangalore – 560 012, E-mail: admin@nias.res.in