



Website: <https://blindlead.org/>

The Blind Lead Trust organization is hiring for the position of Secretary. which is located at Lumbasuk -A, Lawjynriew Road Nongthymmai, Shillong East Khasi Hills District, Meghalaya, 793014.

Job description for the position of Secretary.

Duties and Responsibilities

The core of the Employee's duty towards the Employer/Trust is a duty to obey all lawful and reasonable orders in good faith and in a manner that he or she serves for the best interest of the Trust, which falls within his or her vocational ability.

- The Employee will work to cooperate with all requests by the authorities. Additionally, if the Employee has a plan or project he would like to propose for the betterment of the Trust, he should bring it forth to the Director of the Trust and also the employee must be given the responsibility to oversee and plan for the projects for the betterment of the trust.
- Together with the Director, the Employee must take the responsibility to raise funds for the Trust and to ensure that the Trust achieves its financial vision, mission and long term goals.
- The Employee must take the responsibility of preparing and collecting reports, typing records, articles, arranging various appointments, and receiving office documentation.
- The Employee is responsible for organizing and servicing meetings, including, but not limited to; producing agendas and reports to be presented, taking meeting minutes and attendance, managing the databases (i.e. records, reports, etc). logging and processing bills and expenses, receiving and/or meeting with any clients and/or visitors.
- The employee shall be liaised with the authority to propagate the organization.
- If the Employee would like a more senior role, he will be responsible for recruiting, training and supervising junior staff.

REMUNERATION

- The Employee will conduct duties and responsibilities for the Trust, starting Rs 10000.00/- per month.

- Since it is a non-profit organization there should not be any deduction or withdrawal of any taxes to local Tax Authorities. Neither the Trust nor the Employee shall have any Tax liability as a result of this employment.
- Further, the compensation of the Employee may increase based on his or her time and commitment rendered for the organization.
- The Employee will be required to travel to various locations or Countries to represent Blind Lead Trust, in order to conduct business and whatever needed for the Trust. as necessary. Any expenses incurred by the Employee will be reimbursed by the Trust.
- Hence these are the terms before to be a fullstaff at the position the applicants must complete.
- If any new candidate needs to be appointed in the future, if he/ she had been selected from our organization they must have completed the one month internship and during this period the organization will provide a stipend and at the end of the internship the certificate will be also provided to them if necessary. The candidate has to complete 20 days during their internship then the certificate will be provided.
- After completing the one month internship there will be a job shadowing two months and the salary will be provided 80%.

Essential Qualification and skills

- BSW/MSW or B.A/M.A
- 1-2 years of work experience in administrative work from NGOs/other institutions/companies will be preferred.
- Full time
- Working Days Monday to Friday from 10:00AM- 05:00PM, but the candidate who is willing to come while it is needed.
- Knowledge of Technology related to Computers.
- Strong communication, Team work, Good Learning, adaptability, Leadership and Willingness to Travel.

How to Apply

The Application can submit the Resume through online/ offline

For more detail may visit

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Deadline: 30th september 2022

The selected candidate will email you for the interview