The Blind Relief Association (BRA), Delhi is a premier NGO serving in the field of education, vocational training and rehabilitation services to the visually impaired. The Association has been constantly striving to ensure that persons with physical disability, especially the visually challenged are not marginalized and are rightfully integrated into the mainstream community as confident and equal members of society.

**Position:** Administrative Officer cum Estate Manager  
**Job Location:** Delhi

The Administrative Officer cum Estate Manager will work closely with the Executive Secretary to implement the Service Management Systems for BRA. The person should be an administrative professional who possess a mature and sound knowledge of Service Management Systems, HR, maintenance and upkeep of buildings, transportation, security.

**Qualification and Skills:**

- University graduation
- 3 years of work experience
- Command in oral and written English and Hindi
- Well versed in Human Resource principles, handling of Transportation and Security systems.

**Planning**

- Prepare office/ training project design, documentation, including a logical framework of outcomes, outputs, activities and indicators.
- Monitoring the progress
- Maintain relationship and communication with relevant stakeholders
- Undertake regular financial and narrative reporting of including feedback from target groups.
- Handle related documentation

**Maintenance & Security**

- Overseeing the maintenance of buildings and its multiple properties.
- To supervise and assign duties to the Safai Karamcharis and to ensure proper conditions of sanitation, cleanliness and hygiene in the offices, hostels, kitchen and dining hall.
- To attend to emergencies/breakdowns of electricity, gas, water supply and other allied essential services
- To ensure that the Association's offices, classrooms, hostels are opened, cleaned and closed on time.
- To provide technical advice and liaise with the Management, Senior Officers, Principal, Wardens, Departmental Heads and users at all levels.
- To liaise with Statutory Regulators, Consultants, Fire Brigade, Contractors external to the Association.
- To establish and maintain quality systems to ensure work is carried out efficiently and effectively to current standards and codes of practice.
- To comply with Statutory Health and Safety Regulations and other relevant requirements for a safe working environment, and to carry out Health and Safety Risk Assessments as and when
required. Responsible for policy and procedure implementation within service area and undertake technical surveys.

- To be responsible for satisfactory time keeping, conduct of staff and to maintain discipline. Undertake staff appraisals and ensure staff records are kept relating to holiday and sickness. Checking staff time sheets, general reporting and management of sickness absence of the maintenance team.
- To carry out any procurement, organising or planning activities as required necessary to enable the maintenance department to carry out designated tasks.
- To undertake minor projects and to ensure oversight and control of all projects is in line with Organisation Financial and Standing Orders.

Events

- Involvement in conduct of functions, training, workshops etc. from the planning stage
- Liaison with contractors/ vendors.

Transport

- Controlling and monitoring movement of office vehicles
- Ensuring proper maintenance of office vehicles

Application Instructions:

Please submit your application, complete with a CV along with two references to the Deputy Executive Secretary (Administration), The Blind Relief Association, Delhi at careers@blindrelief.org In the subject line, please indicate the position you are applying for as: ‘Estate Manager’.

Last Date: 29 February 2020