The Blind Relief Association, Delhi is a premier NGO serving in the field of education, vocational training and rehabilitation services to the visually impaired persons for seventyfive years. The Association runs JPM Senior Secondary School for the Blind, Durgabai Deshmukh College of Special Education and a variety of vocation training programmes for nearly 300 blind children and adults. Besides the programmes, services such as placement, production of reading material in Braille and audio formats, consultancy are also provided. Read more on www.blindrelief.org

**Position: Office Assistant**  He/She will work under the Course Director, Durgabai Deshmukh College of Special Education (VI) to help with the organization and running of the daily administrative operations of the College. The College runs a two-year degree programme in B.Ed in Special Education for Visual Impairment.

**Qualification and Skills:**

- Graduation
- At least 5 years of work experience in administration preferably in educational institutions.
- Retired professionals with administrative background can also apply
- Adept in Microsoft and internet applications- particularly word, excel and power point and usage of internet.
- Proficiency in oral and written English and Hindi language
- Passion to work in the social sector

**Key Responsibilities:**

1. Assist the Course Director in preparing all forms of internal and external correspondence materials.
2. Facilitate and attend to the queries of the students in all admission and examination matters.
3. Liaison with the University offices and the Rehabilitation Council of India.
4. Keep records of the grant-in-aid and maintain related communications.
5. Prepare reports and agendas; maintain records, taking meeting minutes of the Governing Body meetings.
6. Create, maintain, and enter information into databases

The position will be on an annual contract basis. If interested, 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: ‘Office Assistant’.

**Last Date:** 29 February 2020