



THROUGH HUMANITY TO PEACE

ଭାରତୀୟ ରେଡ଼କ୍ରସ୍ ସୋସାଇଟି, ଓଡ଼ିଶା ରାଜ୍ୟ ଶାଖା

Indian Red Cross Society
Odisha State Branch



Vacancy Announcement

Indian Red Cross Society, Odisha State Branch

Indian Red Cross Society, Odisha State Branch , Bhubaneswar invites applications for the post of Diarist -cum- Dispatcher and First -Aid Coordinator on contractual basis . Only short listed candidates will be called for interview.

The last date of receipt of application is 23rd June, 2023. The details of the post , qualification, experience, format of application and other terms and conditions are available in the office website www.odisharedcross.org

The undersigned has the right to reject any or all applications without assigning any reason thereof.


Honorary Secretary

Indian Red Cross Society, Odisha State Branch
Red Cross Bhavan, Bhubaneswar

APPLICATION FORMAT

Post applied for :-

1. Name of the candidate
2. Father's name /Husband's name
3. Permanent address
4. Address for Communication
5. E.Mail ID, if any
6. Mobile No.
7. Educational Qualification(Attach attested copies of certificates/Mark sheets)

Sl. No.	Exam. Passed	Board/University	Year of passing	Total Marks	Marks obtained	% of Marks

Experience (Attach copies of Certificates)

Sl. No.	Organisation	Position held	Length of experience	Job Responsibility
			From _____ to _____	

Special Qualification with supporting documents

Declaration

I do hereby declare that all the information given in this application are complete , true, and correct in all respect . In the event of any information given hereby is found incorrect at any stage hereafter my candidate /selection /engagement shall be liable to be cancelled without any notice to me .

Date:

Place :

Full signature of the Candidate

Junior Diarist cum Dispatcher

Age :- Must be within 21 and 38 years as on 01.04.2023.

Qualification:- Must be a graduate or passed + 3 Examination in any stream

Experience:- Must have at least one year experience in diary and dispatch work

Candidates who have worked in the Red Cross or similar organization will be preferred.

Well versed to use the computer and use software like MS office etc.

Job Requirements :-

1. To enter all receipts in the diary register .
2. To distribute the receipts among the assistants to whom they have been marked;
3. To enter file numbers in the diary register against each receipt by noting them from the log books of the assistants .
4. To note, from the log books, the dates of disposal of important letters and correspondence of such classes as may be prescribed, by the Honorary Secretary from time to time, against the relevant diary number in the register;
5. To bring, to the notice of the Honorary Secretary, undue delay by assistants in providing file numbers for the receipts marked to them ;
6. To put up to the Under/Joint Secretary/ Honorary Secretary , every fortnight, a list of correspondence emanating from the IRCS-NHQ, Rajbhawan, Government of Odisha and such correspondence as prescribed by the Honorary Secretary from time to time to which replies have not been sent;
7. To keep a note of reminders received each day from the different offices and show it weekly to the the assistant and Under/Joint Secretary/Honorary Secretary, explaining the cause of delay in returning the files or in sending final replies to their letters;
8. To see that all receipts which require classification have been so classified and to bring to the notice of the assistant any receipt which has not been classified; and
09. To maintain properly a register for all Assembly questions and resolutions.
10. To maintain stamp accounts;
11. After the fair copies have been prepared and compared and subsequently signed by the appropriate officer then to number and date them and fill in the various columns of the issue register , to put the communications in envelopes and hand over

to the peon the covers for closing and stamping when required, and to check that such closing and stamping has been done properly. The peon book is to be filled in by the dispatchers, who is required to examine it, on return, to see that necessary receipt has been given for the communication in the proper column by the receiving office ;

12. To see that the necessary stamps have been affixed on the covers and that the letters have been dispatched;

13. To enter issue numbers , stamp and dispatch them after filling up the issue register

14. To return, on the date of issue, the original drafts and spare copies, if any.

Remuneration:- She/He will be appointed as a Contractual Employee as per Service Rules for Indian Red Cross Employee having remuneration of Rs. 11,100/- PM at the initial entry level.

First Aid Coordinator

Age :- Must be within 21 and 38 years as on 01.04.2023.

Desirable:- Upper age limit can be relaxed upto 2 years in case of experienced persons.

Qualification:- Must be a graduate or passed + 3 Examination in any stream.

Required Experience:

- Minimum 5-years' experience in community-based health programme.
- Experience of conducting need assessment of the communities during disaster.
- Experience of community based First Aid Programme and Trainings.
- Candidates who have worked in the Red Cross or similar organization will be preferred.
- Well versed to use the computer and use software like MS office etc.

Personal Profile:

- Should possess excellent analytical and interpersonal skills
- Integrity and high standard of personal conduct
- Oral and written fluency in English language.
- Should possess good skills in PR, public speaking, negotiation & networking.
- Available for extensive field visits and willing to work in difficult zone.

Job Requirements:

- Develop networking and maintaining with the First Aid Emergency Response Volunteers, Master Trainers and community stake holders.
- Support branches for First Aid service delivery of wounded and sick due to emergency.
- Responsible to implement action-oriented community based First Aid programme (including SERV, Youth, FAST) supported by (Indian Red Cross Society) IRCS, National Headquarter.
- Support the district branches in preparation and implementation of Emergency Contingency Plan.
- Support the district branches in developing, updating and implementing the Standard Operating Procedures (SOP) for First Aid programme.
- Support for developing Plan of Action for the IRCS State branches .

- Responsible to support community based First Aid programme following project cycle management including assessment, planning, implementation, monitoring & evaluation and reporting of the programme activities.
- Implementation of accreditation for (Indian Red Cross Society - Odisha State Branch) IRCS-OSB.
- Coordination for community based First Aid programme with the IRCS district, branches
- Conducting monthly coordination meeting with the district branches and the annual meeting review meeting.
- Documentation of minutes of meetings, trainings and field visits etc.
- Report of the programme implementation and assessment based on indicators.
- Filing of the programme documents under the guidance of the competent authority.
- Support the First Aid related procurement as per the budget availability and IRCS -OSB
- Financial management for timely release of funds and settlements.
- Logistic arrangement for the First Aid trainings and workshop.

Remuneration:- She/He will be appointed as a Contractual Employee as per Service Rules for Indian Red Cross Employee having remuneration of Rs.17,000/- PM at the initial entry level.

Submitted for approval. We may publish the advertisement in classified advertisement of Odia Newspaper and the details in our website.