



THROUGH HUMANITY TO PEACE

ଭାରତୀୟ ରେଡ଼କ୍ରସ୍ ସୋସାଇଟି, ଓଡ଼ିଶା ରାଜ୍ୟ ଶାଖା

Indian Red Cross Society

Odisha State Branch



Vacancy Announcement for Engagement of Joint Secretary on contractual basis in Indian Red Cross Society, Odisha State Branch, Bhubaneswar.

Indian Red Cross Society, Odisha State Branch is looking for the post of Joint secretary from the eligible retired persons.

Name of the Post – Joint secretary

Educational Qualification – Graduate or equivalent degree from a recognized University

Age– Within 65 years

Honorarium – 42,000/-- per month

Periodicity – Two years from the date of joining on contractual basis. The periodicity may be extended by one year subject to satisfactory performance up to maximum of 65 years of age.

Experience:- Minimum 05 years of experience in administration and organization. Management Proficiency in Computer application (MS office and Internet. Good communication and facilitation skills in local dialect. It is essential that the candidate has the ability to write fluently in Oriya/ English. Knowledge and capabilities to handle office establishment / Financial and Administrative matters. Preference will be given to the candidates having experience in the field of office administration .

Major Duties and Responsibilities – Management of official working in the capacity of initiating files and supervision also. Coordinate Red cross activities and project activities for convergence and effective programme delivery. Interested candidates may apply on or before 10th December, 2024 with their CVs /Educational qualification and experience certificates and testimonials through E.mail (ircsosb@gmail.com)

If required only short listed candidates will be intimated through e.mail to attend the Interview .

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

[Handwritten signature]
25.11.2024

Honorary Secretary
Indian Red Cross Society,
Odisha State Branch

Red Cross Bhavan, Unit - IX, Pandit Jawaharlal Nehru Marg, Bhubaneswar - 751022
Phone : +91-674 - 239 2389, E-mail : ircsosb@gmail.com
Website : www.odisharedcross.org