

**Eligibility Conditions and Job Profile for the post of Joint Secretary, IRCS,
NHQ, 1-Red Cross Road, New Delhi-110001**

General Conditions:

- a. This is a full time position for a fixed term of two years, which could be extended further for a maximum of 5 years, based on performance, with mutual agreement.
- b. The applicant should be in the age group of 40 to 50 years, as on 1st October 2023.
- c. The age requirement shall not be applicable to the serving officers of IRCS, both at the National Headquarters and State/UT branches.

Eligibility Conditions:

- a. The incumbent should be a post-graduate or should have an MBA degree or a professional qualification in a field related to the IRCS functions. Additional qualification, if any, shall be preferred.
- b. A minimum of 10 years' experience at a senior level in a reputed organisation is essential. Prior experience in humanitarian / social organisations, or, in a PSU or Government Organisation will be preferred.
- c. Fluency in English and Hindi, both verbal and written, is essential.
- d. As IRCS is a part of the world's largest Humanitarian Network persons working in/for the Social Sector and wishing to contribute to the causes that IRCS espouses are encouraged to apply.

Remuneration and other perks:

- a. Remuneration will be commensurate with the age, experience and the current emoluments drawn by the applicant.
- b. The selected candidate will be entitled to unfurnished accommodation in IRCS quarters, on payment of the appropriate license fee as per IRCS Rules.

Job Profile:

- a. It is a senior level management post at IRCS, NHQ and the officer will be reporting to the Secretary General.
- b. The position of Joint Secretary is full of responsibilities and a very demanding position in terms of time and efforts.
- c. The Joint Secretary has to supervise, guide and provide directions to all the subordinate officers reporting to him.
- d. The position also requires expertise to analyze, scrutinize and authorize all kinds of financial matters, including investments and disbursements at the IRCS, NHQ.
- e. The incumbent has to interact with various government ministries and correspond with them on different matters such as health & blood services,

disaster management activities, disability services, emergencies caused due to disasters (including wars), relief and donation coordination with National and International donors and partners.

- f. Prepare documentation and participate in International meetings in which he is deputed to represent IRCS. Contribute, if and when required, in matters relating to Geneva Conventions and other related subjects with the Ministry of External Affairs.
- g. The incumbent has to be always ready and willing to work as per needs during holidays and beyond office hours.
- h. The officer shall be responsible for preparing documentation and presentations for all national level Statutory meetings, including its Managing Body Meeting.
- i. The officer should be equipped and willing to work all by himself in times of need.
- j. The incumbent should be innovative to suggest new ideas for the strengthening of IRCS and increasing its resources.
- k. There will be considerable involvement in the major restructuring of the staff complement of IRCS presently underway and good man-management skills are therefore essential.
- l. The officer shall oversee Fund Raising, Revenue Generation, Membership, developing Junior & Youth Red Cross & Volunteering.
- m. The incumbent will also be called on to coordinate various programmes of National importance and guide and assist Branches who require support from National Head Quarters.
- n. Familiarity with Computer Systems, Accounting & Internal Controls and a basic knowledge of Statutes & Government Regulations and contemporary HR policies are desirable.