

**INDIAN RED CROSS SOCIETY
NATIONAL HEADQUARTERS**

Engagement of Young Professionals at Indian Red Cross Society (IRCS), National Headquarters.

Indian Red Cross Society is a humanitarian organization established under the Parliament Act XV of 1920 that works auxiliary to Government and Armed Forces medical services. The Hon'ble President is the President of the Society and the Hon'ble Union Minister of Health & Family Welfare, GoI is the Chairman of the Society. It works in the field of blood centers, first aid trainings, relief distribution during disasters and other emergencies.

IRCS Invites applications in prescribed format from eligible young professionals from Delhi and NCR Region in the field of Estate Management, Procurement and Contract Management, Coordination of Statutory and other Meetings. Branch Coordination, Quality Control Management (Blood Centre) and Public Relations.

Remuneration and other General details :-

Maximum age: 45 years as on 1st November 2024 for all posts and is on purely contract basis.

The contract will be initially for a period of one year from the date of joining extendable upon satisfactory performance up to three years.

The monthly remuneration will be Rs.60,000/- plus fixed allowances for transport and others as approved by the IRCS, NHQ. The incumbent is eligible for two days leave per month which can be availed within the calendar year.

Perform any other duties assigned by the management to support the organization's objectives.

The last date for receipt of applications is **9th** December 2024..

If a person applies for more than one position he should send separate application for each post as per Annexure-2 and should be sent to the Secretary, General, Indian Red Cross Society, National Headquarters, 1, Red Cross Road, New Delhi-110001.

The details of qualifications and responsibilities are in **Annexure-1**.


Manager. HR

**Human Resource Consultant
Indian Red Cross Society
No.1, Red Cross Road,
New Delhi-110001**

Annexure-1

Details of qualifications and responsibilities

1. Name of the Post : Young Professional (Estate Management)

Number of the post : 1

Location : IRCS, NHQ, New Delhi.

Essential :

Qualifications :

B.E. in civil engineering with five years' experience in estate management in Government/PSUs/ Autonomous Body/ Private Sector/ NGOs.

Proficiency in computer knowledge with MS Office, and engineering software, strong knowledge in civil engineering and estate management of buildings, quarters etc.

Desirable :

Experience in handling office buildings, residential accommodation maintenance, Annual Maintenance contracts, budget preparations.

Responsibilities :

Civil Engineering and estate management, functions of IRCS, NHQ, compliances of CPWD regulations, standard in maintenance of office building and residential accommodation, AMC and various facilities such sanitation, security etc.

2. Name of the Post : Young Professional (Procurement and Contract Management)

Number of the post : 1

Location : IRCS, NHQ, New Delhi.

Qualifications :

Essential :

M.B.A with knowledge on logistics procurement and contract. Experience in procurement, logistics and contract for five years preferably in NGSs,

humanitarian organizations/ Autonomous bodies..
Computer knowledge in MS office and other software relating to procurement.

Desirable :

Knowledge in supply chain management, proficiency in procurement software and ERP systems.

Responsibilities : Developing and implementing procurement strategies to ensure timely and cost-effective acquisitions of goods and services.
Oversee procurement of inventory and supplies through the Government e-Marketplace (GeM) portal.
Manage the tendering process, including document preparation, evaluation and award.
Build and maintain strong relationships with suppliers and.

3. Name of the Post : Young Professional (Co-ordination of Statutory and other Meetings)

Number of the post : 1

Location : IRCS, NHQ, New Delhi.

Qualifications : Essential :

Post Graduate in Social Science or M.B.A in Human Resource Management with minimum five years experience in humanitarian organization / NGOs / Government/ PSUs and strong communication skills, relationship buildings. Knowledge in coordinating statutory and other meetings. Computer knowledge in MS office

Desirable :

Experience in arrangement of statutory/board meetings, preparation of agenda for meetings etc. Good communication skills, negotiations and relationship buildings.

Responsibilities : Coordinating various statutory meetings of IRCS, NHQ. Preparation of subcommittee meetings of IRCS like Finance Committee, Selection Committee, etc. Coordinating with various agencies like hotels and others for accommodation, hiring vehicles etc.

4. Name of the Post : Young Professional (Branch Coordination)

Number of the post : 1

Location : IRCS, NHQ, New Delhi.

Qualifications : Essential :

Post Graduate in Social Science or M.B.A in Human Resource Management with a minimum of five years' experience in coordination with branches, especially who are working in the field of humanitarian organization, disaster management. Computer knowledge in MS office

Desirable :

Thorough knowledge in functioning of NGOs/ autonomous bodies / humanitarian organisations, supporting branches for disaster response and recovery efforts.

Responsibilities :
Oversee and coordinate activities of IRCS Branches across the country.
Conduct training and capacity building programs for branch staff.
Build and maintain relationships with government officials, NGOs and other relevant stakeholders.
Support branches in disaster response and recovery efforts.
Provide guidance to State Branches for mobilizing volunteers, development of new programme and initiatives.
Identify the common challenges faced by branches and develop strategies to address them.

5. Name of the Post: Young Professional (Quality Control, Blood Centre)
Number of the post: 1
Location : IRCS, NHQ, New Delhi.

Qualifications : Essential :

B.Sc. MLT., with minimum five years' experience in developing and implement quality control in healthcare system.

Experience in working Blood Centre.

Desirable :

Responsibilities :
M.Sc.
Develop, implement and maintain a robust quality management system aligned with national and international standards like WHO, NACO.
Implement effective quality checks throughout the blood collection, testing, and distribution processes.
Develop and conduct training programmes on quality

management principles, SOPs and regulatory requirements for all blood center staff
Ensure compliance with all applicable regulatory requirements, including licensing, accreditation and blood safety standards
Conduct regular internal audits to assess compliance with quality management system and identify areas for improvement.
Maintain accurate and complete quality records, including SOPs, audit reports, and correction action plans.

6. Name of the Post: Young Professional (Public Relations)
Number of the post: 1
Location : IRCS, NHQ, New Delhi.

Qualifications :

Essential :

Post Graduate in Mass Communication/ Journalism/ Social Science with minimum five years' experience.

Desirable :

Experience in NGOs/ PSUs/ Government Sector.
Experience in publications and newsletters.

Responsibilities :

Look after preparation of newsletters, news article, arrangement of programme/ seminar/ conference/ meetings on behalf of NHQ.

Maintenance of pages in Social Media, details of all branches.

Preparation of volunteers network and updating all data like availability of volunteers and blood donors during the time of emergency.

Dissemination of information during the time to disasters at the community level.

The applications as per the prescribed format given in **Annexure-2**

APPLICATION FORM

APPLICATION FORM FROM YOUNG PROFESSIONALS FOR ADMINISTRATIVE AND LEGAL WORKS IN IRCS.

1. Name :
2. Date of Birth:
3. Gender:
4. Address/ Contact details including Mobile No & Email ID:
5. Educational Qualifications:
6. Experience details giving place of work, duration and job description
7. Health
8. Attach a brief profile indicating the area of expertise and interest:
9. How you are suitable for this job – Give a brief write-up

Signature: _____

Place : _____

Date: _____