

POSITION: PUBLIC RELATION OFFICER

Location: National Headquarter, New Delhi

Qualification: Graduate/Post Graduate in any faculty from a recognised University with English as a subject.

Age limit: 25 years to 58 years

Salary: PB-2-Rs.9300-34800/- + Rs.4000/- Grade Pay. (First appointment will be made on contractual basis on a consolidated salary for one year and may be regularised if the services are found satisfactory).

Professional Qualification: M.B.A./Diploma in Public Relation & Journalism

Scouting Qualification: Preferably Rashtrapati Awardees

Experience: Atleast 03 years working experience in Public Relation department in a reputed organisation

Desirable: Experience in content writing/designing and publications.

Job Profile: Attached herewith for reference.



JOB PROFILE- PUBLIC RELATION OFFICER

ROLE: - Public Relations & Publicity

RESPONSIBLE TO: - Director / Jt. Director (SS)

RESPONSIBLE FOR: - Reporting all the major activities of B.S.G. through the Magazine.

- To collect details of activities & compile them for printing in the Magazine “**THE BHARAT SCOUTS & GUIDES**”.
- All type of Brochures of BSG
- Maintained license of Magazine
- Keep updated information and documentations about the organisation and be a mouth piece of the organisation.
- Prepare Annual Report and documents of Events.
- To arrange & organize BSG exhibitions as and when required
- Publicity of the Bharat Scouts & Guides through various means.
- Publication of Programme/events news through Electronic & Print Media.
- Maintained reception, notice boards and display in NHQ
- Issue press releases time to time and ensure its publication.
- Visit camps of the NHQ to collect news and Photographs for BSG monthly magazine
- Promote number of new subscribers of BSG monthly magazine and retained them.
- Find CSR fund activities for BSG.
- To regularly monitor various social media sites and update report of BSG accordingly.
- Plan for fund raising through social sites, magazine and other methods suitable for the organisation
- Any other work as may be allotted by the ED, JDSS & the Director

ACCOUNTABLE FOR: -

- Visibility of organization & proper documentation & its digital records
- Funds for BSG Magazine.

WORK RELATIONSHIP: -

WITHIN THE ORGANISATION	OUTSIDE THE ORGANISATION
<ul style="list-style-type: none">- Chief National Commissioners- Addl. Chief National Commissioner- Chief Commissioner- All Office Bearers- Director- Joint Directors- All Deputy Directors- Administrative Officer- All Assistant Directors- All ROCs- National Council- National Executive Committee- Rules Committee- Programme and Training Committees- State Chief Commissioners- State Secretaries- SOC's & STC's	<ul style="list-style-type: none">- Government Departments like Ministry of Youth Services & Sports, HRD, Railways, and Corporate Sector etc.- Educational Institutions, Head of institutions, Departments- Political Leaders and Government Bureaucrats- Other Sister Organizations, NGO's etc.- Community Leaders- All Local and National Print and Electronic Media- Any other Individual/Departments/Organizations which benefits the Organization.

POSITION: PERSONAL ASSISTANT

Responsible to: Director

Location: National Headquarter, New Delhi

Job Summary: Our organisation is searching for a Personal Assistant of the Director. The ideal candidate for this position is a self-starter who can work well in a fast-paced environment.

KEY RESPONSIBILITIES:

- Maintaining and monitoring various office files, reporting schedules, work hours.
- Organizing, attending and participating in meetings.
- Maintaining daily diary of the Director.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring timely update and reporting through different channels.
- Providing administrative support as needed.
- Undertaking tasks on your own as required.
- Ensuring all documentation is maintained appropriately.
- Create a work management calendar for fulfilling each goal and objective.

Job Description:

Areas	Essential	Desirable
Qualifications:	<ul style="list-style-type: none">• Bachelor degree in any field• Age 18 -35 years	<ul style="list-style-type: none">• Bachelor degree in law is preferable• Rashtrapati Rover/Ranger Awardee is preferred
Salary:	Rs. 20,000 - Rs. 30,000 per month (negotiable)	
Experience:	<ul style="list-style-type: none">• Experience of 2-3 years in the related field• Proven administrative skills	<ul style="list-style-type: none">• An appreciation / recommendation letter• Experience of working with the team
Skills and Knowledge:	<ul style="list-style-type: none">• Excellent verbal communication skills including presentation skills• Excellent Internet, MS Office skills• Power Point Presentation• A track record of problem solving• Shorthand typing speed 100-120• Computer typing speed 80-100• Organizing capital meetings on social sites	<ul style="list-style-type: none">• Able to manage varied and complex work, resolving conflicting priorities• Knowledge of effective youth participation approaches
Personal Qualities:	<ul style="list-style-type: none">• Excellent attention to detail• Able to work on own initiative• Able to deliver against tight deadlines	<ul style="list-style-type: none">• Creative approach to work• Able to multitask with the ability to focus on details• Able to work in a fast changing environment
Other Requirements:	<ul style="list-style-type: none">• Fluent in spoken and written English• Fluent in spoken and written Hindi• Able to travel within country• Ability to work with tight deadlines	<ul style="list-style-type: none">• Experience working remotely/in a dispersed team• Occasional work outside regular office hours• Ready to work during late hours