



NATIONAL NEONATOLOGY FORUM (Founded in 1980)



NNF RECRUITMENT NOTIFICATION-2025

NNF is inviting applications for the position of **Admin Assistant** . Last Date for Submission of Application is **14/02/2025**

Post:- 01

Type of Appointment: Full Time

Duration: 1 year (renewable based on performance)

Profile: Experienced in data entry, report preparation, managing virtual meeting platforms such as Zoom, Webex, etc. Experienced in handling digital groups by providing regular updates and circulating important messages. A team player with good communication and report-writing abilities, mail drafting skills and proficient in English. Tech-savvy with basic knowledge in Microsoft Word, Excel, PowerPoint, and website maintenance.

Experience: More than 2 years (person with recommendation letters will be given preference)

Salary: Rs. 25,000 /- (**negotiable**) Consolidated per months

Job Location: The position will be based at the NNF Head Office, New-Delhi.

Educational Qualification: Graduate/postgraduate degree in Administration/Business or other similar qualification.

Job Responsibilities:

1. **Membership Data Management:** Responsible for maintaining and updating the percentage of new NNF member entries and ensuring the accuracy of member data.
2. **Report Compilation:** Ensure the timely submission of monthly, quarterly, and annual reports, as applicable to the location of posting.
3. **Work Plan Generation:** Responsible for generating a monthly work plan based on the NNF Members Datasheet for each state.
4. **Report Uploading:** Responsible for uploading/updating of various reports into relevant sections of the NNF website.
5. **Hardware & Software Downtime Management:** Maintain records of the downtime duration for essential hardware and software components, including:
 - a. CPU
 - b. Monitor
 - c. Keyboard
 - d. Mouse
 - e. UPS
 - f. Printer and Cartridge
 - g. Scanner (if available)
 - h. Internet Connectivity

- i. Pen Drive
6. **Payment Coordination:** Ensure timely payment processing to and from funder organization, faculty, and relevant vendors.
 7. **Teamwork & Collaboration:** Foster effective collaboration and teamwork with the administrator and other staff members at the place of posting.
 8. **System Maintenance & Troubleshooting:** Responsible for delivering workable basic knowledge and skill in system maintenance, including software, hardware, troubleshooting, and anti-virus management.
 9. **Workshop & Conference Coordination:** Responsible for coordinating and organizing logistics for interstate workshops and conferences, ensuring seamless execution.
 10. **Travel Readiness:** Be willing and available to travel interstate for workshops and conferences especially during NEOCONs and PEDICON, supporting NNF outreach and development initiatives.
 11. **Record Keeping:** Maintain accurate and organized records of all activities and stocks, including membership data, payments, reports, hardware/software-related issues, instruments, equipment, and logistics. Ensure that records are easily accessible for review and audit.
 12. **Ability to Work Extended Hours:** Ability to work beyond standard working hours when required, ensuring timely completion of tasks and meeting deadlines. Also, Flexible and adaptable to extended work schedules during high-demand periods.

Age: 21- 35 Years

Note: To apply submit your resume cover letter and send to NNF Office at secnnf@nnfi.org / info@nnfi.org (**submission to both emails is mandatory**).Candidates will be informed the date & process of Interview. Travel Expenses would be borne by the candidates themselves.

Warms Regards,



Dr. Amit Upadhyay
Secretary General, NNF