

Position: Technical Assistants (8 Positions)

Location: New Delhi

Job Profile	Qualification & Experience
<ul style="list-style-type: none"> • Coordinating with multiple stakeholders, conducting project workshops, meetings, etc (Government experience is desirable) • Preparing high-impact PowerPoint presentations • Preparing office documents such as drafts, notes, circulars, spreadsheets, presentations, reports, etc • Writing, designing, editing, and preparing business or technical documentation. • Assisting the senior management in day to day activities 	<p>Educational Qualification</p> <ul style="list-style-type: none"> • Any Graduate <p>Experience</p> <ul style="list-style-type: none"> • 7 years experience in the role of an EA, Admin Coordinator • Excellent working knowledge of PowerPoint, Word and Excel • Certificate Diploma in Computer Applications

Please send your resume to positions_uid@nisg.org by 21th January, 2010.

Note: Employees from Government/Public Sector Organizations with previous experience in handling e-Governance initiatives at the National or State level are encouraged to apply