

## TERMS OF REFERENCE

### Executive Assistant – Travels and Events Logistics Officer

Date: 03/07/2025

Location: New Delhi

Full-time Third Party Payroll job

Our Client, French Development Agency Group (AFD Group – [www.afd.fr](http://www.afd.fr)) implements France’s policy in the areas of development and international solidarity. The Group includes our client, which finances the public sector and NGOs, as well as research and education in sustainable development; its subsidiary Proparco, which is dedicated to private sector financing; and Expertise France, a technical cooperation agency. The Group finances, supports and accelerates transitions towards a fairer, more resilient world.

Our Client with their partners are building shared solutions with and for the people of the Global South. Their teams are at work on more than 4,000 projects in the field, in the French Overseas Departments and Territories, in 115 countries and in regions in crisis. They strive to protect global public goods – promoting a stable climate, biodiversity and peace, as well as gender equality, education and healthcare. In this way, they contribute to the commitment of France and the French people to achieve the Sustainable Development Goals (SDGs). Towards a world in common

In 2022, AFD Group earmarked EUR 12.3 billion to finance new projects in developing countries and for overseas France.

### AFD Group in India

Our Client has been operating in India from its New Delhi office since 2008. It focuses on three pillars: sustainable urban development, energy transition, protection of biodiversity and natural resources. The AFD Group has committed more than EUR 2 billion towards these three sectors, mainly through loans to the State, State-owned companies and private companies as well as through technical assistance programmes.

The Client New Delhi office includes AFD India Country Office and Regional Direction and Proparco South Asia Regional office, for a total of 30 internal staff.

### Job description

They are looking for an autonomous and client-driven **Executive Assistant – Travel and Events Logistics Officer** for their New Delhi office site. He/she will be reporting to the **Head of Admin Team**.

### Roles and Responsibilities:

- Ensure the organization of missions of local employees as well as HQ staff visiting India: flight and hotel bookings, car arrangement, visa arrangements – and provide support to visiting missions and teams on the ground as required.
- Record necessary information related to security procedures in travel and giving trainings to colleagues on missions.
- Provide general support to teams for the organization of events, workshops, conferences, etc. : quotations, selection of vendors, coordination, etc.
- Preparing re-imbursement sheets, and verifying invoices
- Payment coordination: Receive/check invoices of the vendors and forward to appropriate departments.
- Manage the outlook calendar of the Country Director.
- Store, manage the Visiting-Cards and maintain AFD Group New Delhi Client contact directory.

- Coordinate the courier service vendors and maintain records for incoming & outgoing couriers.
- Maintain records for staff (Extn list, birthday list, update changes in the staff directory for India offices, etc.)
- Taking stock of office stationery: e.g.: envelopes, files, rubber stamps, letterhead, etc.
- Handle the reception desk for AFD guests - manage incoming calls, transfer callers to the appropriate person, receive and handle correspondence, handle the weekly mail, welcome visitors, manage queries from clients and guests visiting the premises, etc.
- Cashbox management in coordination with Head of Administration.
- On a case by case and temporary basis, the Travel and Logistics assistant will help or back up the other administrative colleagues.
- Undertake any other task / administrative duties as the Head of Administrative team and Country Management may assign.

#### Selection Criteria

- Fluent in English
- High School degree required, College degree preferred, with 3 to 4 years of relevant work experience.
- Excellent interpersonal and communication skills and the ability to interact effectively with clients and staff at all levels.
- Proficiency in using advanced functions of computer applications such as Microsoft Office (Word, Excel, PowerPoint).
- Ability to draft and translate simple correspondence as required.
- Prior experience in a similar office assistant role; experience in a client service function in a multi-lingual environment would be a plus.
- A proven team player, deeply committed to working unselfishly and highly collaboratively as part of a multi-disciplinary team to contribute productively to the team's work and output; demonstrating respect for different points of view; always acting with integrity to build trust with team members and external clients and partners.
- Follows guidance from supervisor promptly and proactively.
- Displays AFD Group core values and mission.
- Works with professionalism and exemplary dedication to our Group.

#### Working conditions:

<b>Location:</b>	New Delhi, Chanakyapuri.
<b>Employment Contract type:</b>	On third party payroll.
<b>Working days:</b>	5 days a week (9 am to 6 pm inclusive of one hour lunch break).
<b>Expected starting date:</b>	ASAP subject to availability of the candidate.
<b>Compensation:</b>	negotiable taking into account educational background, references and experiences and skills of the candidate.

Our Client is an employer committed to non-discrimination and inclusive work environment. Women candidates are encouraged to apply.

#### Submission of applications

Interested candidates shall submit their application in English (cover letter and CV) by email to [rkpl@rk-associates.com](mailto:rkpl@rk-associates.com) quoting "AFD Team Executive Assistant" in the subject before xx July 2025 (18:00 hours).

Only short-listed candidates will be notified for an appointment.