

# **NAGALAND STATE LEGAL SERVICES AUTHORITY**

## **(Engagement of Project Personnel for Outreach Programme)**

### **JOB PROFILE FOR PROJECT ASSISTANT:**

- i. To provide secretarial assistance to the Project Coordinators in preparation of the documents, guidelines and follow up activities . To work under the guidance, mentorship of the Project Coordinators.
- ii. To maintain upto date records of all expenditures, prepare disbursement reports for all administrative, activities, expenditures and other reports to the Project Coordinators.
- iii. Drafting routine correspondence, making and responding to routine verbal/written enquiries, collating and organizing the data and information related to programmes and submit the same to the Project Coordinators.
- iv. Data entering and maintenance of records including operational and logistics support for implementation of programmes, activities including organizing meeting and workshops and all other coordination activities and submit the same to the Project Coordinators.
- v. To provide back-up secretarial support for all the activities of SLSA/DLSA including assisting in making travel, logistic arrangements.
- vi. To assist Project Coordinators in handling of emails. Sending and receiving messages on electronic or other means of communication and organize and systematize documentation and reference materials including classifying and sorting important papers, locating new reference materials as required filing relevant papers.
- vii. Aid the Project Coordinators in formulating plans and policies for planning, implementation, supervising and controlling the execution of the activities/schemes formulated by NALSA.
- viii. Provide reports and information relating to various issues on the instruction given by the Project Coordinators.
- ix. A copy of all reports, information, corresponding letters and others prepared by the Project Assistants should also be furnished to the Data-Entry- Operator of the concern DLSAs.
- x. All monthly action plan are to be coordinated by the Project Assistants after due consultation with the Chairperson/Secretary DLSAs.
- x. Any other task as assigned by the Chairperson/Secretary DLSAs.