

# CISED

Centre for Interdisciplinary Studies in Environment and Development  
(A Centre of Excellence promoted by the Institute for Social and Economic Change)

## POSITIONS AVAILABLE FOR AN ADMINISTRATIVE ASSISTANT & A COMPUTING-CUM-ADMINISTRATIVE ASSISTANT

Applications are sought from dynamic, motivated and team-work-oriented candidates for the following positions in our organization

### Post 1: Administrative Assistant

#### Qualifications

- Bachelor's Degree in any subject
- Good knowledge of Word processing, spreadsheet and database management
- Few years experience in similar positions
- Ability and willingness to travel locally for purchasing office supplies

#### Responsibilities

- Arranging meetings, workshops, seminars, and travel support
- Procurement
- Space & infrastructure management
- General Administrative support

### Post 2: Computing-cum-Administrative Assistant

#### Qualifications

- Bachelor's Degree in any subject
- Basic training in computer software maintenance and hardware troubleshooting
- Willingness to take on some non-computing tasks

#### Responsibilities

- Software installation and trouble shooting
- Data entry
- Procurement: computers & other materials
- General Administrative support

### Affirmative Action

CISED believes in affirmative action, and strongly encourages women candidates, candidates from other historically disadvantaged groups and physically handicapped persons to apply.

### About CISED

CISED's mission is to conduct interdisciplinary research, training and outreach on problems at the environment-development interface. CISED is a Centre of Excellence promoted by the Institute for Social and Economic Change.

See [www.cised.org](http://www.cised.org) for more information on the organization.

**Applications:** Submit a detailed resume with names of 2 references.  
Deadline for receiving applications is 15 July 2007.

**Contact: Administrative Officer, CISED, ISEC Campus, Nagarabhavi, Bangalore 560 072.**  
Tel: 2321-7013, Fax: 2321-5804; e-mail: [cised@isec.ac.in](mailto:cised@isec.ac.in)

('Application for the post of \_\_\_\_\_' should be marked in e-mail submissions in the subject header or on the top of the envelope)