

## We Are Hiring

### **MASUM (Mahila Sarvangeen Utkarsh Mandal)**

*A non-profit rural women's organization*

MASUM invites applications from qualified and committed candidates for the following position in **Chh. Sambhajinagar District (Aurangabad District)**

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**Position: Administrative Officer**

**Number of Posts: 1**

**Location: Chh. Sambhajinagar District (Aurangabad District)**

**Employment Type:** Full-time

**Salary:** Commensurate with experience

**Application Deadline: 8th February 2026**

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### **About the Organization**

MASUM is a non-profit rural women's organization working to promote women's rights, gender equality, and community empowerment in rural Maharashtra.

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### **Key responsibilities**

We are looking for a well-organized and responsible **Administrative Officer** in Ch. Sambhajinagar office, of Masum Organisation. The key responsibilities are-

- Manage day-to-day administration of the Ch. Sambhajinagar office and coordinate with head office, field offices & programme staff for administrative and field-related requirements.
- Support logistics for field visits, trainings, workshops, and community meetings.
- Maintain systematic physical and digital records, files, and documentation for programmes, administration, and compliance.
- Provide HR administrative support including staff records, recruitment coordination, and onboarding.
- Track administrative and programme-related expenses and assist with statutory and donor compliance documentation.
- Handle official communication, visitor coordination, and liaison with local authorities, vendors, and partners.
- Manage inventory, assets, and office supplies, ensuring proper use and maintenance.
- Support meetings, trainings, and events including scheduling, logistics, and documentation.
- Ensure adherence to organisational policies, donor guidelines, and values of equity, transparency, and accountability.

## **Required Qualifications and Skills**

- Bachelor's degree in Business Administration, Commerce, or a related field.
- Prior experience in an administrative role is desirable.
- Proficiency in MS Office (Word, Excel) and Google Sheets.
- Strong organizational and multitasking skills.
- Good oral and written communication skills in Marathi.
- Basic oral and written communication skills in English.
- Willingness to commit for a minimum period of two years.

## **How to Apply**

Interested candidates should email their **resume and cover letter** to

✉ [jobs.masumpune@gmail.com](mailto:jobs.masumpune@gmail.com)

## **Subject Line: Application for the post of Administrative Officer**

In the cover letter, applicants should briefly describe their experience working as an Administrator with an NGO, particularly in initiatives involving women or other community groups, and highlight the key learnings gained from this experience.

**Last date for submission: 8<sup>th</sup> February 2026**

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## **Additional Information**

- Women and candidates from marginalized communities are strongly encouraged to apply
- Shortlisted candidates will be informed after application review
- Selected candidates will be required to undergo a brief pre-service training before commencing fieldwork

## **For enquiries:**

☎ 020-26995625 / 020-26995633

✉ [masum.puneindia@gmail.com](mailto:masum.puneindia@gmail.com)