

INDIAN RED CROSS SOCIETY
National Headquarters

APPOINTMENT OF SECRETARY GENERAL

1. The Indian Red Cross Society (IRCS), an autonomous organisation under an Act of Parliament, invites applications for the post of Secretary General at its Headquarters in New Delhi. The IRCS has State/ UT and district/ sub-district branches and is a member of the International Federation of Red Cross and Red Crescent Societies. It functions as an auxiliary to the government as per the mandate of the Red Cross movement.

2. The Secretary General is the Chief Executive of the Indian Red Cross Society (IRCS) and also of the St. John Ambulance (India) [SJA(I)] and is responsible for the efficient administration of all the activities of these organizations to the Managing Body of the IRCS and the Executive Committee of the SJA (I). The entire staff employed by these organizations is under his general supervision, direction and control and responsible to him for the proper discharge of the respective duties as assigned to them. He is responsible for the initiation of all matters connected with the policy, organization and administration.

Applicants to the post of Secretary General should have the following qualifications:

Essential qualifications:

- 1) Graduate or equivalent in any stream/field from a recognised university with basic knowledge of computer applications.
- 2) Should have held a senior level post of Secretary/Addl. Secretary/Joint Secretary or equivalent in a department dealing with Health & Family Welfare or related subject; Director-General of Health Services, HAG or SAG level officers or equivalent of Department of Health and Family Welfare at Central or State level; or officers of level of Lt. General/ Major General of Armed Forces Medical Services or officers of level of Secretary/Additional Secretary/Joint Secretary in National Disaster Management Authority (NDMA) / National Disaster Relief Force (NDRF);

Or

At least 10 years proven experience in a senior managerial capacity in related field i.e. humanitarian/relief works in organisations like Red Cross or similar reputed organisations that further objects similar to those of the Society.

Desirable:

Development and management of programmes relating to disaster management/ health / humanitarian sector/s at national and international level. Should have excellent verbal and written interpersonal skills and should be willing and be fit to travel outside duty station for official and assigned works.

Age at appointment:

Minimum age is 50 years while maximum age is 65 years as on the date of advertisement. The mode of appointment will be by selection.

Tenure of service:

Selection will be made by a selection committee appointed by the Managing body of the IRCS. The post is purely on contract basis and the tenure will be initially for a period of three years, extendable by a period as decided by the Managing Body of Indian Red Cross Society after review of performance by it and with the approval of the President, IRCS. The total tenure of service shall not exceed 10 years or till the age of 70 years whichever is earlier.

Emoluments:

The post of Secretary General carries a fixed pay of Rs. 80,000/- (6th Central Pay Commission) + allowances as applicable per month.

Applications should reach in sealed and superscripted envelope to the undersigned within three weeks of publication of this advertisement.

The Chairman,
Indian Red Cross Society
National Headquarters,
1, Red Cross Road,
New Delhi – 110 001.