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## Introduction

KHPT is a not-for-profit organization that has, for over two decades, worked alongside India's most vulnerable communities to improve their health and wellbeing. Our journey began in 2003 with focused initiatives to reduce the prevalence of HIV in Karnataka, and since then, our work has expanded to address a wide range of public health issues across the country. In places where health remains out of reach, held back by stigma, silence or systemic gaps, we have worked to change that reality. We believe the answers already exist in local knowledge, the culture of the place, and in collective intent. While health is our focus, we see it in its full context shaped by poverty, gender, social norms, urbanization and climate. We bring together technical expertise and community wisdom, blending data, dialogue and systems thinking to strengthen health systems and empower communities. Because health and wellbeing are rights. And every community deserves not just access, but the power to shape its own wellbeing.

KHPT is seeking application for the following position.

## Admin Officer

**Positions: 1**

**Location: Harapanahalli- Vijayanagar District- Karnataka**

## Qualification, Skills & Competencies

- Graduate & above with experience of 2 to 3 years in Office Administration.
- Managerial, capability and multi-tasking ability.
- Excellent written and verbal communication skills in Kannada and English
- Good Interpersonal & communication and negotiation skills
- Coordinate project teams and other functions
- Proficient with Microsoft Word, Excel and PowerPoint.
- Able to complete complex administrative tasks with minimal supervision

## Roles and Responsibilities

- Support the project implementation teams in the district related to all the admin activities
- Manage all correspondence related to project (letter drafting, maintenance of files and documents, stock register
- To develop and maintain database of vendors and negotiate with them to procure goods on cost-price basis. Negotiate improvements in supplier performance.
- To develop proper system and procedure for procurement of items/ goods as required by project including capital
- Printing of materials related to project in consultation with the in-charge personnel as per organization guidance.

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- To ensure that all travel and logistics of the project staff
- Organizing events, meetings and trainings related to the project
- Coordinating with HR unit, central admin and finance units for respective issues
- Day-to-day admin activities related to project
- Provide administrative support for Project team
- Any other tasks assigned by the Line manager/ Department Heads

### **Reporting**

The Admin Officer will be reporting to the Deputy Director- Administration or person designated by him.

### **Remuneration**

The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance

**KHPT is committed to providing a safe and supportive work environment for all employees. We uphold the principle of equal opportunity and actively welcome female applicants. In addition, we encourage individuals with physical challenges, provided they possess the necessary skills and knowledge, and are willing to travel to apply. We seek candidates who can seamlessly integrate into our non-discriminatory, inclusive, and equitable organizational culture.**

**We will follow a systematic selection process to fill this position, taking into account experience, competency, suitability, aptitude to work with our health programs, and extensive knowledge of the areas we work in. Only candidates who meet our shortlisting criteria will be invited for an interview.**

**The above position demands excellent communication, interpersonal and computer skills and also involves travel. Preference will be given to candidates who have work experience in the relevant field and local candidates with required experience and skillsets.**

**The above-mentioned position requires outstanding communication, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.**

### **How to apply**

**Prospective candidates should submit their applications by clicking the "Apply Online" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>**

**The deadline for submissions is 11<sup>th</sup> March 2026.**