Position – Executive Secretary
(For the Office of Executive Director/Executive Head of AFPRO)
Location - AFPRO Head Office, New Delhi
Last date – 15 January, 2026

Action for Food Production (AFPRO) is a socio-technical organization working for the upliftment of the rural poor through effective natural resource management. It works in the areas of Agriculture, Food Security, Livelihoods, Water, Sanitation, Watershed Management, Natural Resource Management and Climate Change. AFPRO is registered under the Societies Registration Act 1860 (Punjab Amendment) Act 1957 as extended to Delhi.

Mission Statement: AFPRO dedicates itself for alleviating rural poverty, through partnerships, networking and collaborations with like-minded Institutions, with a focus on enabling the marginalized and weaker sections of the Society.

Domain Areas: Agriculture, Food Security, Livelihood, Water Sanitation, Watershed Management, Natural Resource Management, Climate Change and Renewable Energy.

Position: AFPRO having its Head Office in New Delhi requires Executive Secretary to be based at AFPRO Head Office with the following requirements.

Educational Qualifications: Candidate should have a graduate degree. Diploma in office Management will be an additional advantage

Experience: Minimum 5 years

Responsibilities

- To perform diversified and administrative duties in Executive Director's Office.
- To assist in documentation
- Assist in managing different activities related to HR, Administration, Program and Finance.
- To perform administrative tasks including drafting letters, reports, minutes of the meeting, etc.
- Able to take responsibilities and handle task individually.

Skills Required:

- Good verbal, written communication and presentation skills both English and Hindi.
- Excellent interpersonal skills; ability to meet deadlines.
- Good computer skills, including the use of email and office management software like MS Office (MS Excel and MS Word, Power Point specifically)
- Solid knowledge of office procedures

Please send your application with profile/resume to the Executive Director, Action for Food Production 25/1A Institutional Area, D Block Janakpuri, Pankha Road, New Delhi – 110058 Ph: 28525412 / 28525452 email: jobs@afpro.org with a copy marked to afprodel@gmail.com Website: www.afpro.org

Please apply by 31 October ,2025.