



## THEOLOGICAL RESEARCH AND COMMUNICATION INSTITUTE

(Registered under the Indian Societies Act 1860)

TRACI House, E-537, Greater Kailash II, New Delhi – 110 048

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### ADMIN CUM OPERATIONAL STAFF

#### Organisation Description

Theological Research and Communication Institute (TRACI) was established in 1975 with the primary objective of research and disseminating Christian knowledge and literature for the benefit and welfare of society.

TRACI works towards advancing and nurturing a culture of justice, equity, creativity, and peace in our nation. It seeks to engage and influence different sections of the church and society through its various programs, such as monthly reflections on issues of contemporary concerns, trainings, research, seminars, workshops, thematic conferences, consultations, lectures, internship opportunities for students, and retreats.

TRACI initiatives are envisioned through the leadership team in charge of Research, Training, Scholars Network, and Church Engagement Initiative. The key focus areas of our involvement are Integral Mission, Societal and Gender Concerns, Integration of Scholarship and Christian faith, and Church Engagement.

Those joining TRACI in any role are required to align with the calling and purpose of the movement. It desires a commitment to serve the Lord through the roles as required.

#### Job Description

TRACI is looking for an 'Admin cum Operational Staff' who can provide administrative support and also assist in daily routine operations. They will be reporting to the Director of TRACI.

#### In the Administrative role, one is expected to:

- Provide HR administrative support
- Maintain and update central filing systems, archive documents, and handle document storage for the Operational, Finance, and HR departments.
- Handle incoming and outgoing communications that relate to the office and departmental functioning.
- Assist the Finance Department in data entry duties, such as posting of supplies invoices and assisting with weekly reporting on cash book and bank reconciliation.
- Assist in month-end closing, such as sales, order book, GST quarterly reporting, and expenses analysis.
- Be responsible for the purchase of office-related supplies (such as stationery, pantry supplies) and food ordering.
- Carry out any other ad-hoc administrative duties and operational support as and when required or assigned by the Manager/supervisor.
- Manage the TRACI house activities and programs.

**In the operational roles, one is expected to:**

- Publish and Promote books published by TRACI.
- Assist in developing project proposals for the different projects initiated by TRACI.
- Assist with the programs and communication of TRACI.

**Qualifications**

- Be passionate about the work that TRACI does and believe that you are a valuable asset to the team.
- Have a graduate degree, preferably in Administration.
- A theological qualification is desired.
- Have at least 3 to 5 years of administrative experience in the related field.

**To apply for this position, please kindly submit the following:**

- Your detailed resume in PDF format.
- A photograph of yourself.
- A detailed summary of your past employment experience.
- Your current and expected salary.
- The contact information of a person who can provide a reference for you.

Send your resume to:

The Director,  
Theological Research and Communication Institute,  
E-537, Greater Kailash -II  
New Delhi 110018

Mail id: [director@traci.in](mailto:director@traci.in)  
with cc: [sathishsimon@gmail.com](mailto:sathishsimon@gmail.com)

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