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Administrator and Resource Manager

World Design Protopolis, WDP, Task Force Bengaluru,

Welcome to the WDP Bengaluru Task Force, where we offer a diverse range of career opportunities. Whether you are a seasoned professional or just a few years you're your career, we have positions that may be of interest to you.

Background

WDP is a five-year program renewed annually between the World Design Organisation Montreal, The Association of Designers of India, ADI, Srishti Manipal Institute of Art Design and Technology, SMI, as the anchor institution, and the city of Bengaluru represented by BBMP.

Bengaluru was nominated as World Design Protopolis by WDO in July 2023 and is the first city in the world to hold this title.

Over the 5 years that Bengaluru is Designated as World Design Protopolis, designers and other stakeholders will co-create solution prototypes that will make the city

1. more sustainable in terms of water, energy, waste management, mobility and resilience to climate change,
2. encourage green and circular entrepreneurship,
3. design and build meaningful and effective infrastructure
4. Make the city safe for women children elderly people with disabilities and non-humans,
5. Promote art culture heritage and food as the experience of the city
- 6 Create the pedagogies and technologies that will tackle today's big problems.

WDP is a marquee project, a benchmark for the world and an opportunity of a lifetime for those aspiring to create an impact at a local and global level.

Administrator

As an Administrator at WDO.org, you will play a vital role in supporting the organization's day-to-day operations. Your administrative expertise will contribute to the efficient functioning of our team and projects.

Responsibilities

- Planning and coordinating support activities for the WDP Task Force
- Supporting events of the program to ensure logistical support, travel, hospitality etc
- Undertaking administrative and program management tasks
- Handling correspondence filing and retrieval of key documents reports proposals
- Organising meetings and follow-ups post meetings
- Planning, organizing, and overseeing interactions set with the various stakeholders in the programs, projects and activities
- Maintaining records, attendance, payroll, petty cash
- Ensuring the task force has access to materials and services they require

Requirements and Skills

- The ideal candidate should have experience in an administrative role in an organisation or institution.
- Qualifications include a Bachelor's degree/diploma in business administration, front office management, and secretarial services along with at least 3 years of experience. Experience is valued over qualifications.
- Strong organizational and people skills
- Excellent written and verbal communication skills
- Ability to work with diverse teams
- Fluency in written and spoken Kannada is a must along with English.

Contract Period

The initial contract is for a year, renewable annually for up to 5 years.

Location

Bengaluru, with two offices located at Srishti Manipal Institute of Art, Design and Technology's Centre of Excellence in Emerging Practices and Pedagogies, and the other at BBMP Hudson Circle.

Send in your resume to Ravi Jangir, and a short Statement of Purpose (200-500 words) to the Vice President ADI BLR Chapter at bengaluru@associationofdesignersofindia.org