



## **EXPRESSION OF INTREST**

FOR

**CSR Co-ordinator**

**[An External Member on contractual terms for CSR Committee]**

## **AIRPORTS AUTHORITY OF INDIA**

Corporate Headquarters: Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi

**Airports Authority of India  
Corporate Headquarters**

**1. Introduction:**

Airports Authority of India was constituted by an Act of Parliament and came into being on 1<sup>st</sup> April 1995. The Authority is the largest airport operator in India, currently managing 82 airports across India on the principles of revenue earning. This function is in addition to the CNS/ATM facilities which are being provided to 128 airports in India by the Authority. Authority is also fulfilling the CSR commitments towards the local communities and the society at large in and around the airports under its operations.

**2. The position:**

The authority proposes to engage a **CSR Co-ordinator** to take forward its Corporate Social Responsibility activities.

- 3. Terms of appointment** : Contractual
- 4. Period of contract** : 3 years initially extendable for a further period of 2 years on the basis of work performance.
- 5. Salary/ Remunerations** : Competitive

**6. Required Qualification and Experience:**

- a. Master Degree in Social Science from a recognized University with 5-10 years Post Qualification Experience in the field of Social Welfare/ Socio-Economic Development
- b. Exceptional and prove written, analytical, verbal, presentation and IT competencies.
- c. Strong inter-personal skills
- d. Ability to work with multiple tasks

**7. Responsibilities:**

Reporting to Head, CSR Cell and working in close co-ordination with the functionaries of AAI, the incumbent will be overall responsible for planning, co-ordinating, executing and monitoring the CSR activities of the Authority. Specifically he/she will:

- Assist in the development of AAI's long term Strategic plan for CSR as well as Annual CSR plans and budget.
- Prepare and present quarterly reports and update the Committee
- Provide support to the field staff of AAI in identifying suitable opportunities for CSR and help in developing these into concrete projects

- Facilitate selection of NGOs and other organizations to facilitate project implementation.
- Provide technical support in operationalising the projects and facilitate procurement of technical expertise on a need basis.
- Undertake monitoring visits periodically to ensure quality of work and provide field based solutions to resolve bottlenecks and improve performance.
- Prepare brief updates for the official website of AAI to display the CSR work and achievement.
- Co-ordinate the meetings of the CSR Committee and ensure timely preparation and circulation of minutes.
- Undertake any other activity as directed by the CSR Cell.

**8. Documents required to be submitted:**

- a. Application in prescribed Format (attached).
- b. Copies of Certificate of Educational qualification.
- c. Relevant Documents for work Experience.
- d. Details of last salary/ Remuneration drawn with copy of relevant documents.

Individuals fulfilling the eligibility and experience criteria may send their response to GM (Admn), Airports Authority of India, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi-110003

Expression of Interest will be evaluated based on the above information provided by the applicants and short listed individuals will be called for the interview. Authority reserves the right to reject any or all the applications without assigning reasons.

Last Date of Submission of EOI: **11.04.2011**

**EXPRESSION OF INTEREST FOR THE POST OF 'CSR COORDINATOR'**

**AFFIX PHOTO**

**NAME :**

**DATE OF BIRTH :**

**FATHER 'S NAME :**

**EDUCATIONAL QUALIFICATION :**

**ACADEMEIC :**

**PROFESSIONAL :**

**EXPERIENCE :**

**PRESENT ADDRESS :**

**PERMANENT ADDRESS :**

**MOBILE NO. :**

**EMAIL ID :**

**LAST SALARY DRAWN :**

**REMUNERATION EXPECTED :**

**DATE:**

**PLACE:**

**SIGNATURE**