

# Job Notification

## Job Title: Administrative Officer (AO)

### Bharateeya Vidya Kendram (BVK)

Bharateeya Vidya Kendram (BVK) is a renowned educational organization established in 1957, dedicated to providing quality education rooted in Bharateeya values, culture, and holistic development. Affiliated with Vidya Bharati, BVK operates a network of educational institutions across Andhra Pradesh, emphasizing academic excellence, character building, patriotism, moral values, and overall personality development. Through its unique educational approach, BVK strives to nurture responsible, culturally aware, and socially committed individuals.

### Position Summary

Bharateeya Vidya Kendram seeks a dynamic, values-driven, and highly organized Administrative Officer to oversee and strengthen the institution's administrative, financial, statutory, and developmental functions. The role requires strategic leadership, operational excellence, stakeholder coordination, and institutional stewardship aligned with BVK's educational and social mission.

The Administrative Officer will supervise, mentor, and manage multiple functional areas while working closely with management, governing bodies, staff, alumni, regulatory authorities, and external partners.

### Key Responsibilities

#### 1. Human Resources Administration

- Supervise recruitment, onboarding, staff records, and HR policies
- Mentor administrative and support staff
- Facilitate performance management and employee welfare initiatives
- Ensure compliance with labour laws and institutional policies

#### 2. Financial Accounting & Reporting

- Oversee accounting systems, budgeting, financial reporting, and audits
- Coordinate with accountants, auditors, banks, and statutory authorities
- Monitor institutional expenditures and financial controls
- Assist management in financial planning and resource allocation

#### 3. Property & Infrastructure Management

- Supervise maintenance and utilization of institutional properties and assets

- Coordinate repairs, security, housekeeping, and vendor management
- Maintain records relating to land, buildings, equipment, and facilities

#### **4. Board Secretarial Functions**

- Coordinate governing body and committee meetings
- Prepare agendas, minutes, resolutions, and statutory documentation
- Maintain institutional records and governance documentation
- Support compliance with trust/society regulations and governance requirements

#### **5. Social Outreach & Alumni Engagement**

- Coordinate alumni relations and engagement initiatives
- Support outreach programmes, events, and community partnerships
- Assist in institutional communications and stakeholder engagement

#### **6. Regulatory Compliance & Liaisoning**

- Ensure compliance with educational, statutory, labour, taxation, and local authority regulations
- Liaise with government departments, educational authorities, auditors, legal advisors, and external agencies
- Maintain documentation and filing systems for regulatory approvals and renewals

#### **7. Capital Projects & Institutional Development**

- Coordinate planning and execution of new capital expenditure projects
- Support project budgeting, approvals, vendor coordination, and implementation monitoring
- Ensure timely completion and quality compliance of infrastructure initiatives

#### **8. Donors Engagement**

- Preparation of CSR proposals
- Initiating, nurturing and sustaining donor relationships

#### **Desired Qualifications**

- Bachelor's degree required; Master's degree/MBA preferred
- Minimum 8–15 years of administrative or institutional management experience

- Experience in educational institutions, non-profit organizations, trusts, or large service organizations preferred
- Strong knowledge of administration, finance, compliance, and governance processes
- Excellent leadership, communication, documentation, and interpersonal skills
- Proficiency in English and Telugu

**Desired Personal Attributes**

- Integrity and professionalism
- Strong organizational and leadership abilities
- Ability to manage multiple responsibilities independently
- Commitment to educational and social values
- Problem-solving mindset and attention to detail

**Location**

Visakhapatnam, Andhra Pradesh

**Compensation**

Compensation will be commensurate with qualifications, experience, and labour market circumstances.

**Application Process**

Interested candidates may send their resume and a cover letter to [bkvsp@gmail.com](mailto:bkvsp@gmail.com) on or before 30<sup>th</sup> June 2026.