

SCOPE/HR/Consultant/2019
December 28th, 2019

SCOPE is looking for experienced personnel for consultancy/advisory assignments on full time/Part time basis in the following areas:

1. FINANCE & ACCOUNTS:

Superannuated or about to superannuate GM/ED from PSUs

QUALIFICATIONS: Chartered Accountant/Cost Accountant

AREAS OF EXPERIENCE: Financial Systems, Policies, Procedures, Accounting, Investments, budgeting, Taxation.

2. HR & PROGRAMMES:

Superannuated or about to superannuate GM/ED from PSUs/Business Associations

QUALIFICATIONS: MBA-HR or equivalent. Engineering/ Law background will be an added advantage.

AREAS OF EXPERIENCE: HR policies, Strategies, Systems, Recruitment, Training Programmes/Conferences.

3. OFFICE MANAGEMENT:

Superannuated or about to superannuate Sr. Admin Officer/Dy. Manager/Manager or equivalent from PSUs/Govt.

QUALIFICATIONS: Graduate with proficiency in Computer usage/ secretarial services

EXPERIENCE: Office management, secretarial support, working experience with Top Management will be preferred.

Consultancy Fee: Commensurate with experience and as per norms of SCOPE.

Applications with necessary details of organisations served may be sent at hrrservices.scope@gmail.com / scopedg@yahoo.com by 17th January, 2020 by mail and a hard copy to Mr. A.Zaman, HR Department at SCOPE Complex, Core -8, 7, Lodhi Road, New Delhi-110003.