

IT Centre Coordinator, IT Programme

Location: Delhi NCR

Reports to: Sr. Manager/ Sr. Coordinator

Section 1 | About Udayan Care

Udayan Care, a Public Charitable Trust has been working for the quality care of disadvantaged children and women and youth for over 24 years, with the endeavor of providing sustainable rehabilitation. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society”, is what drives its 130 employees and close to 900 volunteers to action.

Udayan Care provides homes to orphaned children while also giving girls financial and development support to continue higher education, and communities to train themselves in vocations, by engaging socially committed individuals, who provide a transformative, nurturing and mentoring environment, to help them realise their full potential.

Section 2 | Purpose of the Role

The role of IT Centre Coordinator is critical to the success of Udayan Care’s initiatives. This is an opportunity for a highly-motivated individual to play an important role in Udayan care IT Centre with enormous potential impact.

The IT Centre Coordinator will report to the Head of the UCIT Programme on a regular basis providing updates on the progress of the various activities. Any challenges or problems in relation to completion of the various activities will be highlighted at the earliest opportunity.

Section 3 | Key Responsibilities

Overall

- Develop a deep understanding of the vision, objectives and structural elements of the IT centre Programme
- Serve as an Ambassador of the IT Centre programme to ALL constituencies: students, parents, donors, schools, government officials and members of the public
- Lead the programme and take it to greater heights

Operational

- Consolidate monthly reports of Udayan Care IT Centre programme
- Publicize programme to target potential communities so as to attract large pool of enrolments at the centres.
- Organize workshops, co-curricular activities, expert sessions, capacity building training of IT staff, social service activities and annual day celebration at IT centres.
- Assessment of students at the centres.
- Assist in exploring placement opportunities, make presentation in corporate, tie up with HRs of the companies
- Prepare Year book of Udayan Care IT Centre Programme.
- Data Collection and analysis of studies conducted

Section 3 | Key Responsibilities

Financial & Administrative

- Maintain records of students MIS through online ERP software.
- Prepare and submit weekly / monthly / quarterly reports as required by Head Office.
- Correspond with Students, parents as and when required
- Travel to other centers to conduct workshops and events or as required for training or to attend review meetings

Additional

Carry out any additional duties and projects assigned by the Program Head/Sr. Coordinator

Section 4 | Skills and knowledge

- Strong analytical skills and good judgment
- Good communications skills, networking and relationship building skills with a wide range of individuals in public, private and non-profit sectors
- An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines.
- Strong personal and social values

Section 4 | Experience & Qualification

- Around 1 to 2 years of work experience in relevant field. Preferably in NGO Sector.
- Prior Experience in leading NGO in programme implementation.
- Graduate or post graduate in any stream
- Zeal to work in the community
- Willing to travel within Delhi/NCR

How to Apply: Please download and fill the Application form and send to jobs@udayancare.org along with your updated c.v. Contact Person: Sarika (HR Officer)