



Job Description

IT Trainer, UCIT Programme

Location: Delhi/NCR

Reports to: Sr. Manager, ITVT Programme

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 23 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 100 employees and close to 800 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.

Udayan Care has been accredited by Give India, Guidestar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the **National Award for Child Welfare 2014**—India’s highest commendation for a non-profit child welfare organisation constituted by the Government of India for its efforts to bring smile in the life of young children.

Section 2 |About Information Technology Programme

Present era is an era of Information Technology (IT) and Udayan Care does recognize the importance of the IT skill-set and soft skills in the technology-driven world. We planted our roots in the IT field in 2004 and have been growing at a consistent pace since then. We currently have 8 centres in 3 states and our IT centres have equipped over 11200 students in Delhi and NCR. Please visit: www.udayancare.org

The role of IT Trainer 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 IT education with enormous potential impact.



Section 3 | Key Responsibilities

Over All

- Training of trainees in different courses running at the centre.
- Assessment of students at the centres.
- Data compilation
- Conducting trainee assessment.
- Assessing and upgrade the capacity of the junior trainer.
- Data entry for monitoring & evaluation.
- Overall supervision of the centre.
- Making presentations at schools and other publicity and campaign work, community surveys, etc.
- Publicize programme to target potential communities so as to attract large pool of enrollments at the centres.
- Organize co-curricular activities at the centres for holistic development of trainees.
- Organize large and small group workshops, social service activities and annual day celebration at IT centres.

Additional Responsibilities

- Carry out any additional duties and projects assigned by the Program Manager/ Programme Coordinator.

Section 4 | Experience and Qualifications

Experience

- Around 1-3 years of work experience
- Prior experience in leading NGO in programme implementation or teaching will be preferred
- Zeal to work in the community.

Educational Qualifications

- Graduate/post graduate (BCA/MCA) or in any discipline with one year diploma in Computer Application with knowledge of Tally Software

**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.

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)