**Documentation officer**

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| **Location:** | **New Delhi** |
| **Reports to:** | **Asst. Manager- Udayan Ghar Programme** |
| **No. of posts:** | **1** |
| **Closing Date:** |  |

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| **Section 1 | About Udayan Care** |
| Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 25 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 180 employees and close to 800 volunteers to action.  Based on the belief that a loving home and family is the right of every child, Udayan Ghars are long term residential homes that nurture children who are orphaned or abandoned in a family environment. Beyond 18, they get aftercare support and are educated and trained further, till job ready and independent.  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.  Please visit: [www.udayancare.org](http://www.udayancare.org) |

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| **Section 2 | Purpose of the Role** |
| *We are looking for passionate and self-motivated team member who will be responsible for overall documentation of major activities happening in Udayan Ghar programme. The documentation officer will be working in collaboration with the programme coordinator to achieve excellence in Ghars documentation systems. He/she will also be playing a role in coordination between homes, mentors and staff for organizing visits, workshops, activities and implementing planned activities as per the activity planner.* |

| **Section 3 | Key Responsibilities** |
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| * Attend programmatic meetings and record minutes. * Document project activities (qualitative & quantitative reporting needed) * Prepare individual progress reports of children and project reports for submission to individual and corporate donors * Prepare inspirational case studies/ impact stories * Assist in organising events, workshops, trainings etc. and documenting the same * Preparing monthly/ quarterly action plans and implementing activities / tasks as per the plan. * Providing support to communication team in various communication related activities such as development of IEC materials, social media posts, brochures etc. * Preparing concept notes and flyers for proposals & trainings as and when required * Prepare presentations showing achievements and challenges of the programme monthly/ quarterly/ annually * Documenting Good Practices and sharing feedback with team * Collate information about visits and interactions by donors, corporate volunteers and supporters. * Visit to different project locations (Udayan Ghars) in Delhi and NCR as and when required. * Any other task as assigned by the line manager/ Sr. Manager. |
| **Section 4 | Experience and Qualifications** |
| **Educational Qualifications**   * Masters in English literature/ Social work/ Child development/ Communication or any other related field |
| **Experience**   * At least 1-2 years of experience in report writing and documentation. * Experience in Hindi to English and English to Hindi translation will be an added advantage. |
| **Skills and Knowledge**   * Excellent communication and writing skills required * Hands on experience on office tools such as Microsoft Excel, Word and PowerPoint. * Ability to work successfully under pressure and deliver to deadlines. * A good team player and willing to work in a Multidisciplinary and Multicultural Team. * Knowledge on Juvenile Justice Act 2015 and Rules 2016 will be an added advantage. |