

**Position:** Documentation Officer, State Program on  
**Aftercare**  
**Location:** Lucknow, Uttar Pradesh  
**Reports to:** Project Manager



## **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 child without parental care, 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 140 employees and close to 800 volunteers to action.

Udayan Care advocates for children’s rights in alignment with the Indian Constitution, the United Nations Convention on the Rights of the Child (UNCRC), and the Sustainable Developmental Goals, in its programs, as well as through its efforts in advocacy, research, publications, and by organizing and participating in seminars and conferences, and through training, child care cadres in standards of Alternative Care. Based on the belief that a loving home and family is the right of every child, Udayan Ghars has been working on issues of child and youth care through its Udayan Ghars, Aftercare as well as family strengthening initiatives in its USF and Skilling programmes. A number of demonstrable model projects are also being implemented by the Advocacy, Research and Training department which also undertakes advocacy, research, publications and capacity building in the Child Protection and Alternative Care space locally, nationally as well as globally.

We are working with State governments of Bihar and MP, and now shall start working with Uttar Pradesh to develop demonstrable models of Aftercare, in partnership with UNICEF. Our Aftercare Outreach Program started in 2020, caters to youth coming out of other Child Care Institutions and encourages them to create associations and self-help groups which provides them with learnings and support of shared experiences.

We are starting a 9 months project in Uttar Pradesh on **Strengthening Aftercare programming in Uttar Pradesh**. The proposed project essentially addresses the rights of growing children and youth in institutional care, with a strong focus on rehabilitation and independent life programming in the continuum of care approach for children in the age group of 18 years and above and staying in Aftercare homes under the order of the Child Welfare Committee. The overall aim of the project is to work on a narrative that promotes to change the ways of care for such youth in more non-institutional care settings that lead to their de-institutionalization, linkages for family strengthening and independent living at the earliest and ultimately becoming contributing citizens of the country. Thus the project looks to intervene in the care and transition phase of their life, working on quality care and ensuring standards of care for children living in institutional care by aiming to enhance alternative non-institutional approaches to care, leading to their social and independent living skills for life outside, by working with the system to evolve appropriate mechanisms. It aims to lay out a roadmap for the state on transition planning, aftercare and rehabilitation of aftercare youth with systems strengthening and resources at the state.

Please visit: [www.udayancare.org](http://www.udayancare.org)

## **Section 2 | Purpose of the Role**

To work as a part of a committed and dedicated team at state level for implementing the project with

particular focus on data maintenance, report writing, documentation and MIS.

### **Section 3 | Key Responsibilities**

- Maintaining all records of the project and Monthly MIS of project
- Maintaining correspondence for project
- Planning, organizing, documenting and maintaining record of various in-house and outdoor activities of project, including meeting minutes, workshop reports, childrens individual progress reports, MIS etc.
- Maintaining safety check lists
- Facilitating project activities including meetings with government, donors, workshops and training programmes.
- Data entry in given formats and data analysis of vulnerability mapping
- Capturing cases discussed in the meetings in donor reports and maintaining the MIS of the same.
- Capturing the proceedings in reports, documenting the meeting minutes in relevant files.
- Ensuring availability of all the technical equipment's before all project meetings, Skype meetings, workshops, trainings etc.
- Facilitate & settle timely transaction of expenses for all project activities closely with HO team
- Ensuring all Computer data back and photo bank from all activities on monthly basis to be collected;
- Assist in completion data compilation for any research that organization takes up; Online resource library to be created for ready reference which includes training material, modules, ppts, etc.
- Develop own capacity through attending trainings/ workshops etc.

**Any other job or related task as advised by the Project Manager and Sr. Project Manager**

*Travelling and Weekend hours (shall be required from time to time)*

**Child Protection and Safeguarding Policy:** Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware and sign to comply strictly with the Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care. Udayan Care gives the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation or its threat for all children young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.

### **Section 4 | Skills & Knowledge**

#### **Skills**

- Ability to plan and prioritize workload effectively
- Excellent computer knowledge of excel, advanced formulae knowledge, including MS office and electronic communication
- Written and oral communication skills
- Excellent Assessment, documentation and analytical skills
- Networking Skills, Problem solving skills
- Ability to think and act on own initiative

<b>Knowledge (preferred)</b>
<ul style="list-style-type: none"><li>• Awareness of key requirements of JJ Act 2015 for the care &amp; protection of children and UN Guidelines on Alternative Care</li></ul>

**Section 5 | Experience and Qualifications****Experience**

- Around 5+ years of work Experience in national/multi state level NGO with working experience with youth and skill building being preferable.
- Familiar with working on children and youth issues, preferably on child protection issues with government, CSOs, national and international funding organizations

**Educational Qualifications**

Masters in social sciences

**How to Apply:** Please download and fill the Application form and send to [hrd@udayancare.org](mailto:hrd@udayancare.org) along with your updated c.v. Do mention the post you are applying for in the subject line.

Contact Person: HR Coordinator