

**Position:** State Program on Aftercare, Alternative Care

**Location:** Lucknow, Meerut, Varanasi, Saharanpur in Uttar Pradesh

**Reports to:** Project Manager



## Section 1 | About Udayan Care

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## Section 2 | Purpose of the Role

The role holder facilitates the implementation of the Aftercare Programme in Uttar Pradesh. The District Coordinator is accountable for 360 degree management of family strengthening and alternative care project on ground level in Uttar Pradesh and ensuring timely and quality delivery of all project outputs as defined in the project document approved by UNICEF and State Government. It also entails being the face of the organization for the district government for the project, so many times it has to go for wider approach, may not be limited to only project outputs

## Section 3 | Key Responsibilities

- Support in the implementation of project activities in assigned areas at district level
- Coordination with Home Functionaries of selected CCIs and Aftercare Home, Child Protection functionaries, DCPU and CWC of respective district for effective implementation of the project
- Support to organize capacity building training for CCI functionaries and workshops for children in selected CCIs and Aftercare home and make reports for each workshop
- Co-conduct transition planning for prospective care leavers of CCIs
- Do the ground work for Preparing referral directory on aftercare services for the district
- Meet the deadlines set by Project Manager
- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Develop periodic project status reports and share status of projects with Project Manager
- 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.
- Data entry in given formats and data analysis of project specific data
- Capturing cases discussed in the meetings in donor reports and maintaining the MIS of the same.
- 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, children individual progress reports, MIS etc.
- Ensure professional knowledge is continuously updated
- Support team in project related activities as and when required

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

*Travelling between districts 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 | Experience , Qualifications and Skills**

##### **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 any recognized discipline or social sciences from an institute of repute.

##### **Skills Requirements:**

- Excellent written and verbal communication skills in both English and Hindi
- Good organizational skills including attention to detail and multitasking skills
- working knowledge of Microsoft Office, Excel, Power Point Presentation
- Ability to take initiatives and learn quickly
- Ability to plan and prioritize workload effectively

**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