**Position: Documentation Officer**

**Location: New Delhi**

**Reports to: Project Lead, FIT**

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| **Section 2 | Purpose of the Role** |
| The candidate will ensure effective documentation (qualitative and quantitative), including data management and database in timely and quality manner for projects at Udayan Care. |
| **Section 3 | Key Responsibilities** |
| * Overall documentation of projects implemented by organization * Planning, organizing, documenting and maintaining record of various in-house and outdoor activities of project, including meeting minutes, workshop reports, children individual progress reports, social media post and develop project specific power point presentations * Developing all case studies, impact documents and videos across project components for visibility * Maintaining MIS and database as per organizational standards * Data analysis wherever needed and assist in data compilation, online resource library, which includes training material, modules, PPTs, etc. * Ensure internal capacity of project team through attending training/ webinars, workshops and sharing amongst team.   **Any other job or related task as advised by the Project Lead or Asst. Director - A.R.T.**  *Weekend hours and extensive field travel shall be required.* |
| **Section 4 | Experience, Qualifications and Skills** |
| **Experience**  Minimum 2 years of working experience in documentation and working knowledge of Child Protection |
| **Educational Qualifications**  Bachelors/Masters in the field of Social Sciences from an institute of repute |
| **Skills Requirements:**   * Proven working experience in the documentation work in English * Experience of data management * Excellent written skills in documentation, including report, and case study writing skills, developing social media post etc. * Strong working knowledge of Microsoft Office * Knowledge of local and international laws/guidelines/Govt. schemes & programs related to the care of children |

*Udayan Care is an equal opportunity employer. Applicants and employees are not discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by laws in India. Udayan Care accords 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. We ensure that all employee, consultant, contractor, supplier, vendor, or resource person understands and signs off on our Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care.*

**How to Apply:** Please download and fill the Application form and send to [mamta@udayancare.org](mailto:mamta@udayancare.org) and recruitment@udayancare.org along with your updated C.V. Contact Persons: Mamta and Anam (HR Coordinator)

**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.