

Programme Coordinator– IT Programme

Location: Delhi NCR
Reports to: Sr. Manager/
Sr. Coordinator

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 120 employees and close to 900 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.

Section 2 | Purpose of the Role

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.

The Programme Coordinator will report to the Head of the UCIT Programme on a regular basis providing updates on the progress of the various activities. Any challenges or problems in relation to completion of the various activities will be highlighted at the earliest opportunity. Discussions will be held as soon as possible if the timescale of the activities needs to be extended.

Section 3 | Key Responsibilities

- Develop a deep understanding of the vision, objectives and structural elements of the IT centre Programme.
- Serve as an Ambassador of the IT Center programme to all constituencies: students, parents, donors, schools, government officials and members of the public.
- Lead the programme and take it to greater heights.
- Placement of all certified students with entry level jobs.
- Plans, organizes, and administers the prescribed curriculum with the support of the IT Trainers.
- Publicize programme to target potential communities so as to attract large pool of enrollments at the centers.
- Explore employers for placement of certified students in surrounding area.
- Develop good relation with prospective employers.
- Organize co-curricular activities at the centers.
- Organize large and small group workshops, social service activities and annual day celebration at the center.

Section 4 | Experience and Qualifications

- Experience: 1- 2 Years experience in relevant field
- Graduate or post graduate in any stream
- Pleasing personality with excellent communication skills
- Writing skills in English
- Multitasking

How to Apply: Please download and fill the Application form and send to hrd@udayancare.org along with your updated c.v. Contact Person: Divyansha(HR Coordinator)