

## **VACANCY IN DEVELOPMENT SECTOR**

Designation is **Programme Coordinator** – Udayan Shalini Fellowship Programme

Preference will be given those who have working in development sector (NGO).

- Your resume/CV and the application form should reach us to [jobs@udayancare.org](mailto:jobs@udayancare.org)
- Last date of submitting application – 28<sup>th</sup> Feb 2017

### **Brief about Programme**

The **Udayan Shalini Fellowships (USF)** is a programme is an academic excellence and personality development programme for from weak socio-economic backgrounds. It provides financial assistance to such girls for higher education, mentoring and leadership development through workshops, while inculcating a sense of social responsibility in them, and turns them into dignified women. The fellowship follows a very unique selection process. We called it NAT: an indigenously designed testing system based on Needs, Ambition and Talent.

A unique feature of the Udayan Shalini Fellowship programme is the component of Mentoring. It follows a Pyramidal Structure of Mentoring<sup>1</sup> where, fellows from schools are attached to *mentor didis* who are the past grantees of the USF and senior educationists, who act as Mentors. They motivate and guide the Fellows towards greater achievements and realizing their dreams and career decisions. After two years of receiving mentoring, our Fellows, when they complete school and go to Colleges, they become peer mentors under the guidance of their mentors to the new identified fellows.

- This programme is running very successfully in Delhi, Kurukshetra, Gurgaon, Kolkata, Aurangabad, Dehradun, Haridwar, Phagwara, Jaipur, Hyderabad. We are startng new centres at Mumbai and Faridabad this year..

### **JOB DESCRIPTION:**

#### **PRIMARY RESPONSIBILITIES:**

##### **A. Overall**

- Develop a deep understanding of the vision, objectives and structural elements of the USF Programme
- Serve as an Ambassador of the USF programme to ALL constituencies: students, parents, mentors, school principals and teachers, government officials and members of the public
- Lead the programme and take it to greater heights

##### **B. Operational**

- Administer written test, conduct interviews and organize home visits to select new batches of USFs
- Consolidate monthly reports of Udayan Shalini Fellowship programme
- Publicize programme to target potential USFs in Government Schools so as to attract large pool of applicants
- Attract a suitable number of local mentors, conduct mentor training and attach USFs to individual mentors
- Organize large and small group workshops, social service activities and annual residential camps for USFs

- Assessment of educational status of fellows
- Develop human interest stories
- Assist in preparation of manual, SOPs for Udayan Shalini Fellowship programme (Manual, Pamphlet)
- Data compilation of Udayan Shalini Fellowship programme
- Prepare Year book of Udayan Shalini Fellowship programme
- Data Collation and Analyses of studies conducted

### **C. Financial and Administrative**

- Maintain records of personal details of all USFs and Mentors and details of all activities conducted
- Prepare and submit weekly / monthly / quarterly reports as required by Core Committee, Head Office and Funding Agencies
- Prepare and get approvals for capital and revenue budgets
- Prepare and submit monthly expense reports
- Generate funding proposals for raising additional funds
- Correspond with USFs, parents, mentors and schools / government agencies as required
- Travel to other chapters to conduct workshops and events or as required for training or to attend review meetings

### **ADDITIONAL RESPONSIBILITIES**

- Carry out any additional duties and projects assigned by the Convenor of the local USF Core Committee, Chief Mentor of the USF Programme or the Managing Trustee of Udayan Care or H.O.