**IT Trainer (Excel) – UCIT Program**

**Location: Secunderabad, Hyderabad**

**Reports to: Assistant Director**

**About Udayan Care**

Udayan Care, an ISO 9000-certified organization, has been working for the quality care of disadvantaged children, women, and youth for over 29 years, with the endeavor of making young lives shine. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and every adult; the dignity of self-reliance and the desire to give back to society” drives its employees to action. UC advocates and influences policy change in the alternative care space, by researching and creating evidence, training functionaries, and developing policy briefs, and research papers.

UC has been accredited by GiveIndia and Credibility Alliance, for its transparent and credible performance. It also has its presence on Niti Aayog’s Darpan. It has been a recipient of the prestigious National Award for Child Welfare by the President of India in 2014. For more details, please visit [www.udayancare.org](http://www.udayancare.org).

**Purpose of the Role**

The role of IT Trainer is critical to the success of Udayan Care’s initiatives. This is an opportunity for a highly motivated individual to play an important role in IT education with enormous potential impact. The IT Trainer will report to the Head of the UCIT Program on a regular basis providing updates on the progress of the various activities. Any challenges or problems about the completion of the various activities will be highlighted at the earliest opportunity.

**Key Responsibilities**

* Plan, organize, and administer the prescribed curriculum with the support of the IT Program coordinator.
* Develop and issue educational content including notes, tests, and activities that facilitate students; acquisition of basic and advanced computer skills.
* Facilitate day-to-day classes to assist students in gaining the technical knowledge needed to secure employment.
* Invigilate and assess assignments, quizzes, and examinations and distribute periodic progress reports of the students.
* Supervise the Junior Trainer.
* Data entry for monitoring &amp; evaluation and Data compilation.
* Develop presentations for schools and other publicity and campaign work, community surveys, etc.
* Download important software updates and maintain hardware.
* Publicize programs to target potential communities to attract a large pool of enrolments at the centres.
* Plan and implement educational activities, co-curricular activities, large and small group workshops, social service activities, annual day celebrations, and events at the centres.
* Prepare and submit written weekly reports to the Head of the Program.

**Experience & Qualification**

* 6 to 24 months of work experience in the relevant field. Preferably in the NGO Sector.
* Prior Experience in leading an NGO in program implementation or teaching will be preferred.
* Graduate or postgraduate preferably in Computers (BCA/MCA)

**Skills and knowledge**

* Strong analytical and problem-solving skills
* Proficient in computer software like Excel, Office, and PowerPoint
* Excellent written and verbal communication skills
* Strong interpersonal skills and social values
* Zeal to work in the community

**How to Apply:** Please download and fill out the Application form and send it to [recruitment@udayancare.org](mailto:recruitment@udayancare.org) along with your updated CV.

**Clause:**

**Child Protection and Safeguarding Policy:**

Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware of, and sign to comply strictly with theChild Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care. Udayan Care gives the highestpriority to its commitment to creating awareness, and 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 towardszero tolerance of any safeguarding concerns.

Salary range – up to 25K CTC