**IT Trainer (Tally) – UCIT Program**

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| **Location:** | **Badarpur** |
| **Reports to:** | **Assistant Director** |
| Section 1 | About Udayan Care   |
| Udayan Care believes that a family is an anchor for the development of a strong and balanced individual. “Udayan” is a Sanskrit word meaning “Eternal Sunshine”. Like the sunlight nourishes life on earth, our programs are designed to nurture and strengthen individuals and their families.Udayan Care was established in 1994 by Dr. Kiran Modi. Udayan Care’s single-minded focus is on strengthening the family structure and it also informs and drives the curation and design of its programs – whether it simulates a family environment, or supports them through providing education, vocational skills, and employability training to children and youth coming from lower socio-economic strata, so that they can sustain and strengthen their families.**Udayan Ghar Program** focuses on creating a family-like environment for children in need of parental care. Children grow up under the guidance of mentor parents and utmost care is taken for individual attention for every child. The Ghar program also extends into Aftercare to cater to young adults, who on turning 18, move out of childcare homes.**Udayan Shalini Fellowship Program** is a one-of-a-kind initiative that provides financial assistance, personality development, and employment opportunities to deserving and talented girls from weaker socio-economic backgrounds. The end objective of the program is to create educated, aware, and confident women who take charge of their lives and strengthen their birth families as well as their own families.**The IT program and Skill Development Centres** provide livelihood options to underprivileged youth and women close to home such that they can contribute to the family income, lessening the burden on the primary earner of the family whilst enhancing their independence.Our **Advocacy work** is focused on ensuring and enhancing the rights of children without parental care. Our advocacy team works closely with the Governments of Bihar and Madhya Pradesh in partnership with UNICEF, to build, operate, and hand over projects for organizing aftercare youth. Since 2020, Udayan Care’s Aftercare Outreach Program has supported youth leaving other Child Care Institutions.Udayan Care is the founding organization for the Biennial International Conference on Alternative Care. BICON was conceived in 2014, to bring together stakeholders to discuss regional challenges, best practices, and emerging issues related to family strengthening and alternative care for children and youth in South Asia. |

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| Section 2 | 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 with the completion of the various activities will be highlighted at the earliest opportunity. |

| Section 3 | Key Responsibilities    |
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| * 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 & 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 centre.
* Prepare and submit written weekly reports to the Head of the Program.
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| Section 4 | Experience & Qualification |
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| * 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)
* Willing to travel
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| Section 5 | Skills and knowledge |
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| * Strong analytical and problem-solving skills
* Proficient in computer software like **Tally Prime, Excel, Office, PowerPoint, etc.**
* Excellent written and verbal communication skills
* Strong interpersonal skills and social values
* Zeal to work in the community
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*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 employees, consultants, contractors, suppliers, vendors, or resource persons understand and sign off on our Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care.*

**How to Apply:** Please download and fill out the Application form at recruitment@udayancare.org along with your updated CV. Contact Person: Anam Khan (HR Coordinator)

**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 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 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 towards zero tolerance of any safeguarding concerns.