**IT Centre Manager/ Coordinator – UCIT Program**

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| **Location:** | **Mumbai** |
| **Reports to:** | **Assistant Director / Manager – Operations** |
| **Section 1 | About Udayan Care** | |
| “Udayan” is a Sanskrit word that means “*Eternal Sunrise*”. We strive to bring sunshine into the lives of the underserved sections of society that require intervention. **Registered in 1994** as a Public Charitable Trust, Udayan Care works to empower vulnerable children, women, and youth, in **36 cities across 15 states** of India.  Starting with one childcare home in 1996, Udayan Care has supported different disadvantaged groups by establishing more group homes, enabling girls’ higher education, providing vocational training and livelihood programs, and advocating for better standards in institutional care and alternative care space. In 28 years, we have directly impacted the lives of over **35000** children, women, and youth as beneficiaries as well as lakhs more as indirect beneficiaries through our programs, training, and advocacy efforts. This was made possible only through the support of like-minded people, donors, partners, volunteers, and staff, who believed in our work and mission.  **Udayan Care IT Program**: Udayan Care’s Information Technology & Skill Centres were initiated in 2004 to enable underserved youth and adults to improve their livelihood options and contribute to their family income. Our Centers offer certificate and diploma courses in basic as well as advanced computer applications, such as Microsoft, Tally and Graphic and Print design, keeping employability skills at the center of its approach. Spoken English, life skills training and job readiness training are also part of the curriculum. Currently, there are 19 Information Technology Centres across India. 11 of these centers have empaneled with NSDC (National Skill Development Council). | |

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| **Section 2 | Purpose of the Role** |
| The role of Project Manager 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 Project Manager 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 in relation to completion of the various activities will be highlighted at the earliest opportunity. |

| **Section 3 | Key Responsibilities** |
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| * Take lead to ensure the smooth functioning of the project (IT Centre – Mumbai, Maharashtra), manage the overall operation to ensure optimum utilization of available resources. * Lead proper staff management (including recruitment as per requirement), maintain decorum in center, manage procurement as per organizational policy, cash management (fee & petty expenses). * Manage center reporting, documentation, ERP, donor visits, etc. * Develop strategies & implement them on the ground to fill the vacant seats as per set targets batch-wise and course-wise. Making presentations at nearby coaching centers, student mobilization campaign work, community surveys, etc. * Develop networking in nearby offices to make sure the placement of students in relevant jobs with good entry-level salaries as per set targets. * Plan monthly roaster to review the staff performance as per set deliverables and conduct assessment to review training progress of students. * Organize co-curricular activities at the centers for the holistic development of trainees. * Organize large and small group workshops, social service activities, and annual day celebrations at IT Center. * Willing to travel |

| **Section 4 | Experience & Qualification** |
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| * Minimum 2 years’ experience in project coordination/management * Graduate or post-graduate preferably in commerce |

| **Section 5 | Skills and knowledge** |
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| * Strong analytical skills and good judgment * Excellent command of MS Office (Word, PowerPoint & Excel) * Good communications skills, networking and relationship-building skills with a wide range of individuals in public, private and non-profit sectors * An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines * Strong personal and social values * Zeal to work closely with the underserved community youth |

*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](mailto:recruitment@udayancare.org) along with your updated C.V.

Contact Persons: Mamta and Anam (HR Coordinator)

**Clause:**

**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.