**IT Center Coordinator, IT Programme**

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| **Location:** | **Manser, Haryana** |
| **Reports to:** | **Sr. Manager/ Sr. Coordinator**  |
| Section 1 | About Udayan Care  |
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| Family is the anchor for an individual’s emotional and physical well-being. A weakened family structure or absence of it hinders the development of an individual into a confident, strong, and emotionally balanced individual, who is capable of caring for his/her own family in the future.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 programmes – whether it simulates a family environment or supports them through providing for 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.* Through the power of mentorship, we nurture children, who are orphaned, abandoned, and at risk, in the warmth of a simulated family environment at our 17 Udayan Ghars, in 4 States. Once the children reach the age of 18 years, they move into our Aftercare Programme and continue with higher education or vocational training towards employment. So far more than 1500 children and youth have been impacted through the programme.
* We support higher education of young girls whose families cannot afford it through the Udayan Shalini Fellowship Programme. More than 11000 Shalinis from 26 chapters across India, have gone on to complete their education since the programme’s inception in 2002.
* We empower under-served youth and adults to improve their employability skills at 16 of our Information Technology and Vocational Training Centers across Delhi NCR, Kurukshetra (Haryana), and Srinagar (Uttarakhand). The plan is to roll out more centers across other states in the coming years. We are working with State governments of Bihar and MP to develop demonstrable models of Aftercare, in partnership with UNICEF.
* Our Aftercare Outreach Programme started in 2020, caters to youth coming out of other Child Care Institutions. It encourages them to create associations and self-help groups which provides them with learnings and support of shared experiences.
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Udayan Care advocates for children’s rights in alignment with the Indian Constitution, the United Nations Convention on the Rights of the Child (UNCRC), and the Sustainable Development Goals, in its programmes, as well as through its efforts in advocacy, research, publications, and by organizing and participating in seminars and conferences, and through training, childcare cadres in standards of Alternative Care. |

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| Section 2 | Purpose of the Role  |
| The role of IT Center Coordinator 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 Udayan care IT Centre with enormous potential impact. The IT Centre 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.  |

| Section 3 | Key Responsibilities  |
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| ***Overall**** Develop a deep understanding of the vision, objectives and structural elements of the IT center Programme.
* Serve as an ambassador of the IT Center programme to all constituencies: students, parents, donors, schools, government officials and members of the public.
* Supervision of the IT staff and provide assessment reports to the office.

***Operational**** Consolidate monthly reports of Udayan Care IT Center programme.
* Publicize programmes to target potential communities so as to attract a large pool of enrolments at the centers.
* Plan and implement educational activities, co-curricular activities, large and small group workshops, social service activities, annual day celebration and events at the center, capacity building training of the IT staff.
* Assess and evaluate students for their proficiency, comprehension, familiarity with the course/subject, job-readiness.
* Assist in exploring placement opportunities, make presentation in corporate, tie up with HRs of the companies
* Prepare Yearbook of Udayan Care IT Center Programme.

***Financial & Administrative**** Maintain records of students MIS through online ERP software.
* Prepare and submit weekly / monthly / quarterly reports as required by the Head Office.
* Correspond with Students, parents as and when required.
* Travel to other centers to conduct workshops and events or as required for training or to attend review meetings

***Additional*** * Carry out any additional duties and projects assigned by the Program Head/Sr. Coordinator
* Work in close collaboration with the IT trainer, soft skill trainer, community mobilizer.

***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. |

| Section 4 | Experience & Qualification |
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| * 1 to 2 years of work experience in the relevant field. Preferably in the NGO Sector.
* Prior Experience in leading NGO in programme implementation.
* Graduate or postgraduate in any stream (B.Com./M.Com./BCA/MCA).
* Hands-on experience in Tally and excel.
* Willing to travel within Delhi/NCR.
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| Section 5 | Skills and knowledge |
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| * Strong analytical and problem-solving skills
* Outstanding networking and relationship building skills to keep the placement process smooth throughout the year.
* Proficient with Tally, Microsoft Excel, Word, and PowerPoint.
* Excellent written and verbal communications skills.
* Strong interpersonal skills and social values.
* Zeal to work in the community.
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**How to Apply:** Please download and fill the Application form and send to hrd@udayancare.org along with your updated C.V. Contact Person: Mahak (HR Coordinator)