**Position: Project Coordinator/Sr. Coordinator, AOP**

**Location: New Delhi**

**Reports to: Asst. Director Advocacy**

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| **Section 2 | Purpose of the Role** | |
| The role holder is accountable for 360 degree management of AOP in the A.R.T. department of Udayan Care. | |
| **Section 3 | Key Responsibilities** | | |
| * Envisioning and development of project plans with complete baseline, indicators, tools, action plan, M&E and end line assessments (measure project performance using appropriate tools and techniques), databases and reporting structures * Assist in the definition of project scope and objectives and ensuring technical feasibility * Manage changes to the project scope, project schedule and project costs using appropriate verification techniques * Perform risk management to minimize project risks * Coordination and completion of projects on time within defined budget * Oversee all aspects of projects, including funds generation, proposal writing, report making and donor reporting (narrative and financial) * Set deadlines, assign responsibilities and monitor and summarize progress of project. * Work directly with aftercare youth on boarded in the project, different stakeholders, such as government, funding agencies, mentors and corporations, other NGOs, Consultants, etc. to ensure deliverables in timely manner * Work directly with aftercare youth on boarded to enhance their English language skills, computer literacy, career counselling and ensure their placements * Coordinate with other departments at Udayan Care to ensure all aspects of each project are compatible in team work spirit * Ensure resource availability and allocation and hire new talent as needed to fulfill project needs. * Lead and direct the work of other team members * Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. * Develop periodic project status reports and share status of projects with upper management. * Establish and maintain relationships with third parties/vendors   **Any other job or related task as advised by the Managing Trustee/ ED/ A.R.T. Director**  *Weekend hours shall be required.* | | |
| **Section 4 | Experience , Qualifications and Skills** |
| **Experience**  Around 2+ years of work Experience in national/multi state level NGO with working experience with youth and skill building being preferable.  Familiar with a variety of the field's concepts, practices and procedures of project management. |
| **Educational Qualifications**  Masters or Bachelors in any recognized discipline or social sciences from an institute of repute. |
| **Skills Requirements:**   * Proven working experience and skills in project development, process planning and management * Excellent written and verbal Communication skills, both client-facing and internal skills * Excellent written and verbal communication skills, including report writing skills. * Good organizational skills including attention to detail and multitasking skills * Strong working knowledge of Microsoft Office * Knowledge and proven track record of M&E * Developing and Tracking Budgets * Team management and Supervision |