IT Trainer   UCIT Programme
Location: Delhi NCR
Reports to: Sr. Manager/ Sr. Coordinator

Section 1 | About Udayan Care

Udayan Care, a Public Charitable Trust has been working for the quality care of disadvantaged children and women and youth for over 24 years, with the endeavor of providing sustainable rehabilitation. The mission of "A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society", is what drives its 130 employees and close to 900 volunteers to action.

Udayan Care provides homes to orphaned children while also giving girls financial and development support to continue higher education, and communities to train themselves in vocations, by engaging socially committed individuals, who provide a transformative, nurturing and mentoring environment, to help them realise their full potential.

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 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

• Training of trainees in different courses running at the centre.

• Assessment of students at the centre and conducting trainee assessment.

• Assessing and upgrade the capacity of the junior trainer.

• Data entry for monitoring & evaluation and Data compilation

• Overall supervision of the centre.

• Making presentations at schools and other publicity and campaign work, community surveys, etc.

• Publicize programme to target potential communities so as to attract large pool of enrollments at the centres.

• Organize co-curricular activities at the centres for holistic development of trainees.

• Organize large and small group workshops, social service activities and annual day celebration at IT centres.

Section 4 | Experience and Qualifications

- Around 6 months to 2 years of work experience in relevant field. Preferably in NGO Sector.

- Prior Experience in leading NGO in programme implementation or teaching will be preferred

- Graduate or post graduate preferably in Computers(BCA/MCA)

- Zeal to work in the community

- Willing to travel within Delhi/NCR

Section 5 | Skills and knowledge

- Strong analytical skills and good judgment

- 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

How to Apply: Please download and fill the Application form and send to jobs@udayancare.org along with your updated c.v. Contact Person: Sarika (HR Officer)