** Python Trainer – UCIT Programme**

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| **Location:** | **Secunderabad ( Hyderabad)** |
| **Reports to:** | **Asst. Director / Assistant Manager** |

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| **Section 1 | About Udayan Care** |
| Udayan Care, an ISO 9001-certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 30 years, with the endeavour 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 140 employees and close to 800 volunteers to action. Based on the belief that aftercare youth need constant support and guidance beyond 18, upon leaving their childcare settings, Udayan Care has developed an Aftercare Outreach Program (AOP) that directly provides aftercare support through education, skilling, mentorship, accommodation and other areas as identified by the Sphere of Aftercare (TM), till they are fully mainstreamed in society as independent adults. Udayan Care has been accredited by Give India, Guidestar & Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the National Award for Child Welfare 2014-India’s highest commendation for a non-profit child welfare organisation constituted by the Govt. of India. We have had Special Consultations Status with United Nations Economic and Social Council (ECOSOC) since 2018. |

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| **Section 2 | Purpose of the Role** |
| The role of Centre 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 IT skill development with enormous potential impact. The 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**** Developing a deep understanding of the vision, objectives, and structural elements of the IT centre Programme.
* Serving as an ambassador of the IT Centre programme to all constituencies: students, parents, donors, schools, government officials and members of the public.
* Supervising the IT staff and providing assessment reports to the office.
* Taking the lead to ensure smooth functioning of the project (IT Centre – Secunderabad), manage overall operation including training, staff management, students’ mobilization, coordination with placement team, centre operations etc.

***Operational**** Training the underserved community youth in **languages like** **C, C++, Python** and MS Office with Advanced Excel.
* Consolidating monthly reports of Udayan Care IT Centre programme.
* Publicizing programmes to target potential communities so as to attract a large pool of enrolments at the centres.
* Planning and implementing educational activities, co-curricular activities, large and small group workshops, social service activities, annual day celebration and events at the centre, capacity building training of the IT staff.
* Assessing and evaluating students for their proficiency, comprehension, familiarity with the course/subject, job-readiness.
* Assisting in exploring placement opportunities, make presentation in corporate, tie up with HRs of the companies
* Preparing Yearbook of Udayan Care IT Centre Programme.

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

***Additional**** Carrying out any additional duties and projects assigned by the Program Head/Sr. Coordinator.
* Working in close collaboration with the IT trainer, soft skill trainer, community mobilizer.
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**Section 4 | Experience, Qualifications and Skills** |
| * 6 to 24 months of work experience in a relevant field.  Preferably in the NGO Sector.
* Prior Experience in leading NGO in programme implementation.
* Hands-on experience in C, C++, Python.
* Graduate or postgraduate preferably in B.Sc. (IT/Comp. Sc.), M.Sc. (IT/Comp. Sc.), B.tech., BCA, MCA or 1 year diploma holder in languages.
* Zeal to work in the community.
* Willing to travel in Delhi-NCR.
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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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| **Salary Package** – 25-30K CTC |

**Child/Youth 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 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.

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

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