**Position: Project Coordinator, Alternative Care**

**Location: Patna, Bihar**

**Reports to: Project Manager**

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| **Section 2 | Purpose of the Role** | |
| * The role holder facilitates the implementation of the Alternative Care and Aftercare Programme in Bihar * The role holder is accountable for 360-degree management of ‘Strengthening Aftercare in Bihar Project. | |
| **Section 3 | Key Responsibilities** | | |
| * Support in the implementation of project activities in assigned areas in Bihar * Coordination with SCPS (Bihar), WCD Bihar, Home Functionaries of selected CCIs and Aftercare Home, Child Protection functionaries, DCPU, CWCs of respective districts for effective implementation of the project, as well as the major finders * Support to organize capacity building training for CCI functionaries and workshops for children in selected CCIs and Aftercare home and make reports for each workshop * Co-conduct transition planning for prospective care leavers of CCIs * Do the ground work for Preparing referral directory on aftercare services for Patna * Meet the deadlines set by Project Manager * 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 Project Manager * Facilitate & settle timely transaction of expenses for all project activities closely with HO team * Ensuring all Computer data back and photo bank from all activities on monthly basis to be collected * Assist in completion data compilation for any research that organization takes up; Online resource library to be created for ready reference which includes training material, modules, ppts, etc. * Data entry in given formats and data analysis of vulnerability mapping * Capturing cases discussed in the meetings in donor reports and maintaining the MIS of the same. * Maintaining all records of the project and Monthly MIS of project * Maintaining correspondence for project * Planning , organizing, documenting and maintaining record of various in-house and outdoor activities of project, including meeting minutes, workshop reports, children individual progress reports, MIS etc. * Ensure professional knowledge is continuously updated * Support team in project related activities as and when required   **Any other job or related task as advised by the Project Manager and Sr Manager, AOP**  *Travelling between Patna and Gaya and Weekend hours (shall be required from time to time)* | | |
| **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 working on children and youth issues, preferably on protection and with government and development sector |
| **Educational Qualifications**  Masters in any recognized discipline or social sciences from an institute of repute. |
| **Skills Requirements:**   * Excellent written and verbal communication skills in both English and Hindi * Good organizational skills including attention to detail and multitasking skills * working knowledge of Microsoft Office, Excel, Power Point Presentation * Ability to take initiatives and learn quickly * Ability to plan and prioritize workload effectively |

**How to Apply:** Please download and fill the Application form and send to [hrd@udayancare.org](mailto:hrd@udayancare.org) along with your updated c.v. Do mention the post you are applying for in the subject line.

Contact Person: Neha (HR Coordinator)