**Position: Documentation Officer**

**Location: New Delhi**

**Reports to: Project Lead, FIT**

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| **Section 1 | About Udayan Care**  |
| “Udayan” is a Sanskrit word that means “Eternal Sunrise”. We strive to bring sunshine into the lives of the underserved sections of society that require intervention. Registered in 1994 as a Public Charitable Trust, Udayan Care works to empower vulnerable children, women, and youth, in 36 cities across 15 states of India. Starting with one childcare home in 1996, Udayan Care has supported different disadvantaged groups by establishing more group homes, enabling girls’ higher education, providing vocational training and livelihood programs, and advocating for better standards in institutional care and alternative care space. In 28 years, we have directly impacted the lives of over 35000 children, women, and youth as beneficiaries as well as lakhs more as indirect beneficiaries through our programs, training, and advocacy efforts. This was made possible only through the support of like-minded people, donors, partners, volunteers, and staff, who believed in our work and mission.FiT Families Together is an initiative of Udayan Care in Delhi that works on family strengthening, under a unique comprehensive approach towards prevention and reintegration of children in their own families and communities are enabled to care and be responsible for their children. It aims to be developed as a scalable model of active and collaborative family support that can be easily customized to be implemented locally.  |

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| **Section 2 | Purpose of the Role**  |
| The candidate will ensure effective documentation (qualitative and quantitative), including data management and database in timely and quality manner for projects at Udayan Care.  |
| **Section 3 | Key Responsibilities**  |
| * Overall documentation of projects implemented by organization
* Planning, organizing, documenting and maintaining record of various in-house and outdoor activities of project, including meeting minutes, workshop reports, children individual progress reports, social media post and develop project specific power point presentations
* Developing all case studies, impact documents and videos across project components for visibility
* Maintaining MIS and database as per organizational standards
* Data analysis wherever needed and assist in data compilation, online resource library, which includes training material, modules, PPTs, etc.
* Ensure internal capacity of project team through attending training/ webinars, workshops and sharing amongst team.

**Any other job or related task as advised by the Project Lead or Asst. Director - A.R.T.** *Weekend hours and extensive field travel shall be required.* |
| **Section 4 | Experience, Qualifications and Skills** |
| **Experience**Minimum 2 years of working experience in documentation and working knowledge of Child Protection |
| **Educational Qualifications** Bachelors/Masters in the field of Social Sciences from an institute of repute  |
| **Skills Requirements:*** Proven working experience in the documentation work in English
* Experience of data management
* Excellent written skills in documentation, including report, and case study writing skills, developing social media post etc.
* Strong working knowledge of Microsoft Office
* Knowledge of local and international laws/guidelines/Govt. schemes & programs related to the care of children
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*Udayan Care is an equal opportunity employer. Applicants and employees are not discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by laws in India. 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. We ensure that all employee, consultant, contractor, supplier, vendor, or resource person understands and signs off on our Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care.*

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

**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.