



We are Hiring!!

Lend-A-Hand India is a leading multi-state NGO working at the intersection of education and livelihood with presence in Maharashtra, Karnataka, Gujarat, Goa and Uttar Pradesh. We work with government and aided schools to make the secondary school education practical and relevant by integrating job and life skills training with mainstream education. Its innovative approach has been recognized by CNN-IBN, ICICI Foundation and Dasra. Lend-A-Hand India's resource /funding partners include Sir Dorabji Tata Trust, MacArthur Foundation, USA; Axis Bank Foundation, Godrej Agrovet Ltd., Empower Foundation, USA; JP Morgan Chase, USA; HDFC Bank etc.

Know more about us:

www.lend-a-hand-india.org

www.facebook.com/lendahandindia

<http://bloglendahandindia.wordpress.com>

Watch short films:

<https://vimeo.com/43981362> (4 Minutes intro to our flagship program)

<https://vimeo.com/75100339> (short feature by CNBC-TV18 about our work)

For the following upcoming projects we are looking for promising talent:

No	Project	Positions / Location
1	NSQF Project - NSQF based vocational education program in Municipal schools in Mumbai / Pune for 9 th and 10 th Grade students	<ol style="list-style-type: none"> 1. Project Coordinator (1 - Pune) 2. Field Officers (2 – Pune/ Mumbai)
2	Govt. of Maharashtra partnership project: Vocationalization of Secondary Education - Pursuant to the MOU signed with Rashtriya Madhyamik Shishka Abhiyan (RMSA), Govt. of Maharashtra by Lend A Hand India to implement the project 'Vocationalization of Secondary Education', under the National Skills Qualification Framework (NSQF), Lend A Hand India will act as project management agency to roll out the project in 1500 schools in the 36 districts of the State. Lend A Hand India's team will work closely with the Education Department at District, Division and State level to manage the project roll-out and implementation.	<ol style="list-style-type: none"> 1. Project Manager (managing entire project at state level - @Mumbai) 2. Project Officers (36 positions – based at 36 District Headquarters in Maharashtra) 3. Project Associates (7 positions – based in 7 divisions - Mumbai, Pune, Nasik, Aurangabad, Amravati, and Nagpur)
3	Project Swadheen (Madhya Pradesh and Haryana) Vocational Education as part of secondary school curriculum	<ol style="list-style-type: none"> 1. Project Manager (1- M.P. , 1 - Haryana) 2. Project Coordinators (2 – M. P., 1 - Haryana) 3. Field Officers (4 – M. P., 2 - Haryana)
4	Program Support <ol style="list-style-type: none"> 1. Officer (Accounts) 2. Officer (Communication and Donor Relations) 3. Officer (Information Technology) 	All positions based at HQ (Pune)



HOW TO APPLY:

- Visit <http://formsmarts.com/form/1j0i> to fill an online application. Also attach your resume at the end.
- CLOSING DATE FOR APPLICATION: January 15, 2014.
- ONLY SHORLISTED candidates WILL BE CONTACTED (no phone calls please)



Job Description:

Position: Project Manager (3 positions)

Location: Mumbai, Madhya Pradesh and & Haryana

Project Manager is a part of the senior management team. Project Officer manifests and embodies organizations' program philosophy. He/she leads the program team and program performance. His/she carries the program in the desired direction, pace and outputs.

The Project Manager will have an opportunity to make substantive contribution to the objectives of the organization while managing the project administration, implementation and monitoring, and scaling up of the programs. The position will involve at least 40% travel to project locations. The candidate must be able to demonstrate ability to function independently, prioritize duties, manage multiple project sites, while paying close attention to details and working well under deadlines. The job involves travel to the project area to the extent of 50% of time.

Preference will be given to candidates having experience in education, livelihood, entrepreneurship, and experience of working on multi-stake holder projects, public-private partnership projects etc.

Scope of work:

Program: Understand and assimilate Lend-A-Hand program strategy and be the front end implementer of it. In the broader frame work of implementation of the project/s, plan, administer, and implement the project interventions. Conduct field visits to ensure quality implementation of project activities in collaboration and cooperation with the project stakeholders – head of the school, teachers, instructors, students, parents, school management, and the community. Write timely, analytical, and factual reports which contribute towards better implementation, outputs, documentation and research. Share vision, problems, solutions based on ground level exposure and experience

Training: Be a lead team member of training program design, content and course material, Act as resource person for the training program based on subject specialization and experience, Act as a mentor for project team, new project staff, Induction of new project staff

Representational: Represent Lend-A-Hand India and promote the organization's goal and objectives, Facilitating interns, visitors, donor representatives and volunteers who visit LAHI, Facilitates visitor's exposure visits to schools in coordination with the Project Coordinator and Field Officers, Organize meetings, planning of events.

Administration: Overall management and administration of the project, Day to day administration, record keeping, data base management, and recommend school disbursements,

Other: Prompt, timely, and intelligent feedback and communication, a key requirement, Coordinate and provide support in the process of developing new partnerships

**Qualifications:**

We believe that formal academic qualification is no indicator whatsoever of what a person is passionate about and what he/she is capable of doing. Hence, there is no particular formal academic degree requirement.

Skills Expected:

- Capacity to work with team, supervise and motivate the team members, multitasking, and set priorities to manage the workload
- Ability to work without supervision and take initiatives to promote the organization and its goals
- Excellent communication skills in English, Marathi and Hindi
- Experience in preparing training and communication materials
- Plan and execute the tasks efficiently, make and manage budgets, disbursements
- Ably represent the organization
- Manage confidential information with discretion
- Office administration
- Strong Computer skills with competency in Microsoft Office and Internet search, emails



Position: Project Officers (36 positions)

Location: District Headquarters in the state

Project Officer will be placed at the district headquarter within the Education Department of Maharashtra State. He/she will assist the District Education Officer and District Vocational Education Officer for the effective implementation of vocational education in the secondary schools in the district.

Scope of Work:

The scope of the job entails over all effective and efficient program management and administration, coordination and monitoring of the project activities, stakeholder and partner coordination and communications, establishing efficient feedback mechanism, facilitate information flows, , data management, systems approach to his/her work, identify training needs of the field staff and conduct staff trainings, report writing and timely and objective reporting, assists the program manager whenever required, and represents the organization whenever required. The job involves travel to the project area to the extent of 50% to 60% of time.

Preference will be given to candidates having experience in education, livelihood, entrepreneurship, and experience of working on multi-stake holder projects, public-private partnership projects etc.

Qualifications:

- Graduate / post graduate degree in Development / Social Science/ Economics/ Humanities
- Minimum Five years' experience of working in the development sector of which at least two years at grassroots NGO
- Good computer literacy (Word, Excel, Internet)
- Written and oral communication in English / Marathi / Hindi

Skills Expected:

- Motivation, ability to work without supervision, and a team player
- Excellent interpersonal skills and Oral and Written English language skills
- Ability to develop strong, positive relationship with stakeholders, donors, etc.
- Good understanding of development approaches
- Ability to facilitate advocacy
- Proposal development skills
- Knowledge of English, Hindi, Marathi



Position: Project Coordinator (3 vacancies)

Location: Pune, Madhya Pradesh, Haryana

Scope of work:

The project coordinator efficiently administers the projects and assists the project officers and project manager with timely information, data, internal and external communications, field visits, record keeping, budget management, budget tracking, disbursement, purchases and inventories management, organize and coordinate trainings, data analysis and reports. The job involves about 40% travel to the project area.

Specific responsibilities are:

- Assist in planning and executing the launch of the projects
- Coordinate the projects on day to day basis, maintain data, and MIS reports
- Coordinate and manage the schedules, trainers, and students
- Liaison with partners and stakeholders as directed
- Coordinate with resource persons, guest speakers, mentors for the program as directed
- Monitoring and tracking of project outcomes, develop progress reports

Qualifications:

- Previous experience of 2-3 years of working in similar capacity.
- Graduate / post graduate in Social studies, Social work, or any other social sciences.
- Ability to work without supervision.
- Fluency in oral and written communication in English, Hindi and Marathi
- Proficiency in Microsoft Office.

Skills Expected:

- Capacity to work on multiple tasks and projects and set priorities to manage the workload
- Ability to work without supervision and take initiatives to promote the organization and its goals
- Excellent writing and verbal communication skills in English and Marathi and Hindi
- Experience in preparing communication materials
- Plan and execute the tasks efficiently, make and manage budgets, disbursements
- Ably represent the organization
- Manage confidential information with discretion
- Office administration
- Strong Computer skills with competency in Microsoft Office and Internet search, emails



Position: Project Associates (7 positions) – Government Partnership Project

Location: Mumbai, Pune, Nasik, Aurangabad, Amravati, Nagpur City

Scope of work:

The project Associate will be based in the division HQ of the Education Department which manages and coordinates project implementation of about 6 districts in the division. He/she will assist the Project / Program Manager for the effective implementation of NSQF project in the division.

He/she will efficiently administer the projects and assists the project manager with timely information, data, internal and external communications, field visits, record keeping, budget management, budget tracking, disbursement, purchases and inventories management, organize and coordinate trainings, data analysis and reports.

Specific responsibilities are:

- Assist in planning and executing the launch of the projects
- Coordinate the projects on day to day basis, maintain data, and MIS reports
- Coordinate and manage the schedules, trainers, and students
- Liaison with partners and stakeholders as directed
- Coordinate with resource persons, guest speakers, mentors for the program as directed
- Monitoring and tracking of project outcomes, develop progress reports

Qualifications:

- Previous experience of 2-3 years of working in similar capacity.
- Graduate / post graduate in Social studies, Social work, or any other social sciences.

Skills Expected:

- Ability to work without supervision.
- Fluency in oral and written communication in English, Hindi and Marathi
- Proficiency in Microsoft Office, Internet, Email
- Ability to work on multiple tasks and set priorities to manage the workload
- Fluency in MS Office – particularly, Word, Excel and Power Point
- Plan and execute the tasks efficiently, make and manage budgets, disbursements
- Manage confidential information with discretion
- Office administration



Position: Field Officers (6 positions)

Location: Mumbai, Pune, Satara, Haryana, Madhya Pradesh

Field Officer is the face of the organization on the ground. He/she represents the organization to multiple stakeholders and encourages their participation, contribution to promote the program and produce the desired outputs. The job involves extensive travel (up to 70% of time) to monitor the project implementation.

Scope of work:

- The candidates must be able to demonstrate ability to function independently, prioritize duties, and manage multiple activities simultaneously.
- Planning, administering, and monitoring the project activities.
- Conduct field visits to ensure quality implementation of project in collaboration and cooperation with the project stakeholders.
- Write timely, analytical, and factual field visit reports which contribute towards better implementation and outputs.
- Share vision, problems, solutions based on ground level exposure and experience.
- Plan, organize, conduct, and administer training several times in a year in collaboration with head office.
- Identify and recommend local resources for training, special initiatives, location specific expertise.
- Act as resource person for the training program based on subject specialization and experience.
- Represent the organization at local level, and as advised and necessary and promote the organization's goal and objectives.
- Facilitating interns, volunteers, and visitors to the project.
- Organize meetings, and events whenever planned.

Qualifications:

At least three years' experience in community / social development / education sector with appropriate graduate qualifications.

Skills Expected:

- Excellent writing and verbal communication skills in English Marathi and Hindi.
- Good MS Office Skills, including internet, email
- Experience in preparing communication materials.
- Plan and execute the tasks efficiently, make and manage budgets, disbursements.
- Office administration and report writing.



Position: Officer (Communication and Donor Relations)

Location: Pune

The Officer (Communications and Donor Relations) is a crucial role fostering strong relationships for the organization in order to ensure vital knowledge and information exchange between key stakeholders. She/he will develop and implement the communications plan to promote a professional image of the organization both locally and internationally and to keep all internal/external stakeholders informed and engaged.

Scope of Work:

- Develop communication materials and coordinate Lend A Hand India's publications to high quality standards (Write/edit annual reports, brochures, newsletters, presentations, liaison for creating video content).
- Seek and develop deep, long-term and mutually beneficial partnerships with stakeholders.
- Manage website and social media profile.
- Handle all external requests for information.
- Design and execute all communication-related processes within programs, and events
- Advise different teams on communication issues and tactics
- Ensure uniform message across teams and functions
- Develop, and implement media strategy, including media liaison, production of press releases, organizing press conferences and briefings

Qualifications:

- A degree MA in Mass Communication/English
- Minimum 5 years of professional experience in an advertising agency, corporate communications, social sector organization in India

Skills Expected:

- Fluency in WRITTEN and spoken English
- Excellent communication skills in English and Hindi
- Excellent IT skills – Adobe CS4 (Acrobat, Photoshop, InDesign) Coral Draw as well as PowerPoint, Excel and Word
- Highly creative and affinity for online, social and new media
- Ability to organize, plan and prioritize work
- Ability to work individually as well as part of a team.
- Skills in computer applications.



Position: Officer (Information Technology)

Location: Pune

Scope of Work:

The scope of the job entails overall management of IT functions and IT support to the organization.

Qualifications:

We believe that formal academic qualification is no indicator whatsoever of what a person is passionate about and what he/she is capable of doing. Hence, there is no formal academic degree requirement

Skills Expected:

1. WordPress expert user
 - Setup system
 - Coordinate with designer, and implement design
 - Customize WordPress template(s) to fit design and functionality needs
 - Review and implement add-ins
2. Windows and Office super user
3. IT infrastructure support and maintenance
 - Installation of Windows, Office
 - Audit of current IT security
 - Implementation of user roles within our IT environment
 - Setup of shared drives with restricted access
 - Day to day support of printers, network infrastructure etc.



Position: Instructor:

Engineering / Electrical, Agriculture / Horticulture/ Home & Health Science (2 vacancies per trade)

Location: Pune & Mumbai

Scope of work:

Main role of instructor will be of a trainer to make professional delivery of a multi skill course in secondary schools through participatory and learning by doing method.

The candidates should be able to demonstrate ability to plan and deliver the curriculum in simple, clear language, using his/her professional skills and experience. He /she should have ability to involve and motivate students, prioritize duties, purchase raw material, assist in setting up of workshop in the schools, keep record of the program in the prescribed templates, and manage multiple activities simultaneously.

The instructor will also be expected to attend trainings, share learning, give feedback, identify opportunities for community work / project work for students, organize and coordinate field visits.

Qualifications and Skills:

- Three years' experience in respective activity.
- Either of the following qualifications:
Certification from ITI or from recognized by NSQF/VTET/HSC vocational / Diploma in Mechanical Engineering or Technology of the Board of Technical Examination in Maharashtra state, passed in second class / National Apprenticeship certificate in respective trade / Industrial experience in machine shop or tools rooms / Two years agriculture Technical diploma course / HSC vocational in respective trade.
- Candidates with previous experience in training will be preferred



Position: Instructor – Retail (2 vacancies each)

Location: Pune & Mumbai

Scope of work:

Main role of instructor will be of a trainer to make professional delivery of a multi skill course in secondary schools through participatory and learning by doing method.

The candidates should be able to demonstrate ability to plan and deliver the curriculum in simple, clear language, using his/her professional skills and experience. He /she should have ability to involve and motivate students, prioritize duties, purchase raw material, assist in setting up of workshop in the schools, keep record of the program in the prescribed templates, and manage multiple activities simultaneously.

The instructor will also be expected to attend trainings, share learning, give feedback, identify opportunities for community work / project work for students, organize and coordinate field visits.

Qualifications and Skills:

- Three years working experience in respective activity.
- Graduate or Diploma in Retail Management.
- PG diploma in marketing with at least one year experience.
- MBA – Retail Marketing with PG Diploma in Retail.