

Mobile Creches

Mobile Creches, (MC) a pioneer NGO, has been operational since 1969, reaching child care and health services to more than 15,000 children every year in the National Capital region, through workplace and community based crèches and daycare centres, every year.

MC pioneered the cause of Early Childhood Care and Development (ECCD) and focuses on the young child under six years in urban slums and the migrant child, at construction site. MC's multi-pronged approach- working with construction worker's children, urban slum communities and training and advocacy- address both the short and long term needs of children. It is officially recognized as a technical resource by the government and is on the path by scaling up with government and other players in civil society.

To know more about MC, please log on to www.mobilecreches.org

Position Details

Designation- Facilitator /Program Officer.

Level/ Band- 4

Geographical Location: New Delhi

Reporting to (Position): Deputy Manager (Implementer)

Reported By: Field Mobilizer (if any)

Educational Qualifications- minimum Graduation / Post-Graduation in social sciences

Total work Experience in the relevant field- Minimum 3-4 years' experience of working in the social development sector or related profile.

Job Description- Responsibilities included and not limited to -

1. Create/update a relevant database of NGOs/Builders/Contractors for complete daycare program. Shortlist potential partners, participate in the negotiations and prepare MoAs for state partnerships.
2. Ensuring the proper training of NGO workers for the centers run in Partner-Run Mode; attend and handhold the NGOs after trainings and provide the required support
3. coordinating with contractors and other Donors for reports/concerns/ gaps in context of project commitments under partner-run mode.
4. From Program outreach & visibility perspective-Provide regular updates/visuals for Website, social media and digital space to the communications department, in consultation with the Senior Manager.
5. Coordinate and inform all relevant team members/others associated with state partnership programme (including advisors) on program challenges, incorporate suggestion to improve effectiveness
6. Coordinate and work closely with Training Vertical for quality assurance of the centres run by NGOs.

Important key skills required-

- Excellent Computing skills (should be fluent in MS Office, especially Word and Excel and electronic communication)
- Communication, critical thinking, cost management and negotiation skills
- Sound reporting and documentation skills
- Skills on problem solving, budgeting & prioritization would be preferable.

CTC- 4-5 Lacs p.a