

Organisation: Prerana

Location: Mumbai

Title: Activity and Documentation Coordinator

No of positions: 1



### **About Prerana:**

Prerana is a civil society organisation that started its work in 1986 by addressing the issue of intergenerational trafficking into the sex trade in Kamathipura, the then largest red-light area in Asia. Prerana strives to ensure optimum protection of children. This is reflected in the broad spectrum of interventions that provide a continuum of care by addressing issues of child sexual abuse in parallel with anti-human trafficking. Since its establishment in 1986, Prerana's pioneering efforts have been instrumental in supporting victims through the entire cycle from prevention to repatriation. Over a period of three decades, Prerana has been successful in addressing larger issues around sex trafficking, gender-based violence, child sexual abuse and child protection and has been instrumental in bringing policy level changes through their strong advocacy. The organisation has contributed substantially in ideating Alternative Care for children and De-institutionalisation. It has over 20 years of experience working on the After Care model for Care Leavers from Child Care Institutions, of shifting the focus from institution- based After Care programme to community based After Crae Group Home Model.

### **About the Position:**

We are looking for a passionate, dynamic, self-motivated individual to play a pivotal role in the growth of a leading NGO working in the field of child rights and child protection. The co-ordinator will be responsible for:

- Assisting the senior management in executing the project as per plan
- Coordinating with the teams on documenting monthly activities for donor reports
- Documenting impact stories and case studies
- Ensuring timely delivery of reports to stakeholders
- Coordinating for recreational activities, Life Skills Education sessions and other activities for children at centres across Mumbai and documenting the same
- Conducting routine follow ups with children and families receiving sponsorship in the communities in coordination with outreach staff
- Documenting case work reporting to assist in future case intervention

### **An ideal candidate would be:**

- One with a fair understanding of child protection and government schemes
- One having a proficiency in documenting formats

### **Qualifications and Experience:**

- It is preferred that the applicant has a minimum of 1year experience working with a field-based organisation along with experience in documentation
- Excellent oral and written English communication skills along with a working knowledge of Marathi
- Good documentation skills
- Should be ready to spend time on the field and write creatively.

### **Requirements:**

Candidates are required to submit an updated resume. Salary will be commensurate with the qualifications and experience. Email the same with Subject Line Application for Activity and Documentation Coordinator to [rashmi@preranaantitrafficking.org](mailto:rashmi@preranaantitrafficking.org)