

Job Description – Modicare Foundation

Job title: Project Coordinator - Khwabgah
Location: New Delhi
Type: Full time
Salary: Commensurate with experience

About Us: Modicare Foundation was set up in 1996. The Foundation works in partnership with Government, NGOs and Industry. At the behest of the erstwhile South Delhi Municipal Corporation (SDMC), Modicare Foundation has been providing educational and co-curricular support to the government school in Jasola (Pratibha Vidyalaya) since 2016 and in Noor Nagar since 2022 under the Khwabgah project. Both schools are primary schools from Nursery to Class 5. Apart from academic support, Modicare Foundation also engages with the community where the schools are located.

About the role: The Project Coordinator must be a team player and will be responsible for academics, liaising with government officials, overall cleanliness and maintenance of the school and facilitating a positive work environment.

Responsibilities:

- Developing positive working relationships with the Government Officials, School Principals, Teachers, NGO staff etc.
- Academic Monitoring
- Teacher Evaluation - review of lesson plans, regular meetings with teachers of both schools and troubleshooting
- Maintenance of Foundation's resources in the school
- Working closely with the Academic Coordinators to ensure that the schools run smoothly
- Ensuring that the school buildings are well maintained
- Supervision of the cleaning staff

Candidate requirements:

- Master's Degree in a relevant field
- Candidates with teaching experience in schools will be given preference
- Strong verbal and written communication skills
- Community engagement skills
- Knowledge of MS-Office

Apply to: Interested candidates can email their CVs to contact-mf@modi-ent.com