We are hiring!

JOIN OUR TEAM

- Director –Programs
- Manager - Events
- Sr. Manager (Lead) – Digital Literacy in the e-Governance resource centre
- Manager – TechForGood, Deliveries & Business development
- Project Manager- Entrepreneurship
- Alliances & Partnerships Lead
- Outreach, Marketing & Communication Lead
- Digital Efficiency Lead
- Operations and Research
- Technology Analyst - Connecting4Good
- Executive/Sr. Executive

Apply Now

Write to - hiring@nasscomfoundation.org.

NASSCOM®
FOUNDATION

About Us

Established in 2001, NASSCOM Foundation has been witness to the transformative power of technology for the last 20 years. Part of the NASSCOM ecosystem, we are the only not for profit outfit, representing the Indian tech Industry. We remain rooted to our core philosophy of TechForGood, where our efforts are focused on unlocking the power of technology by creating access and opportunity for those who need it most. We work on helping people and institutions transform the way they tackle social and economic challenges through technology.

We have three key areas of intervention, Digital literacy, Skilling and employability and Women entrepreneurship.

For more details, please visit https://nasscomfoundation.org/

Role 1:

- **Title: Director – Programs**
- **Location:** Noida
- **Reports to:** CEO

Overview & Key Responsibilities:

- Develop and execute NASSCOM Foundation's national program strategy in order to achieve organizational goal of impacting and bringing a transformation in the lives of the less privileged through the use technology. To support the senior team in leading, managing and developing new areas of work ensuring a high degree of responsiveness to the current trends in Skilling, Entrepreneurship, and Digital transformation
- Manage and monitor the overall project cycle and ensure timelines are met
- Establishes and implements short- and long-range goals and operating procedures; monitors and evaluates operational effectiveness and effects changes required for improvement
- Oversee the progress of various programs to evaluate and scale up
- Work along with the impact assessment unit to streamline and report data.
- Work with the partnership team to create newer and impactful programs. To effectively manage and deploy human, financial and physical resources within the program areas for both existing and new partnerships
- Represent organisation at sector level forums to create new relationships and cultivate existing ones for positioning the organizational goals and establish NF as a thought leader in the sector
- Develops and manages annual budgets for the organization and performs periodic cost and productivity analyses.

Key Requirements

- Post graduate in Development studies/Social Science/Sociology with 15 + years of experience in the relevant field
- Proven experience as program director or other leadership positions

- Thorough understanding of project/program management techniques and methods
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance, collaborative, constructive peer group
- Excellent Knowledge of performance evaluation techniques and key metrics
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems
- A business acumen with a strategic ability, excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities, excellent communication skills
- **Passion and commitment towards bringing a social change.**

Role 2:

- **Title: Manager - Events**
- **Location:** Noida
- **Reports to:** Head – Volunteering & Events

Overview & Key Responsibilities:

As an event architect s/he will take ownership of conceptualizing, strategizing and executing few of NASSCOM Foundation's flagship initiatives. Foundation's events are action platforms that usher a dialogue across the IT & NON-IT sector and encourage sharing of best practices on various approaches for creating a roadmap to an inclusive India. Large part of this role entails generating rich and topical content, building and nurturing relationships with senior level executives and cross functional collaboration.

As a part of the events team, s/he will be responsible for

- Rich Content curation – Theme formulation, writing a concept note, Agenda building, Effective interaction with Industry leaders to make sure content is rich and relevant.
- Speaker Outreach – Research on interesting Global and Indian thought leaders, Invite and manage the speakers through the event, Timely communication to speakers on their engagement.
- Work closely with communication team for conceptualizing, designing and curation of content.
- Work with Digital partners/external agencies along with communication team for social engagement.
- Focus on market research and incorporate customer feedback into overall positioning strategy.
- Draw up a post event analytics report.
- Any other organizational work as and when required.

Key Requirements

- 4-5 years of experience in organizing physical + virtual events
- Strong ability to multitask competing priorities
- A high degree of professionalism and the ability to follow instructions

- Excellent content writing and editing skills in English
- Very strong communication skills, critical thinking and analytical ability.
- Knowledge and ability to leverage Social Media through effective use of Blogs, Facebook, Twitter, LinkedIn and other social networks and forums will be an added advantage.
- **We need change markers to drive our inclusive tech agenda.**
- **Passion and commitment towards bringing a social change.**

Role 3:

- **Title: Sr Manager (Lead) – Digital Literacy in e Governance resource centre**
- **Location:** Bangalore/ Hyderabad
- **Reports to:** Director Programs

Overview & Key Responsibilities:

The "NASSCOM Foundation's Resource Center for Digital Literacy in E-Governance (South)" project aims at empowering the communities from marginalized backgrounds in aspirational districts to become digitally literate and access all relevant government schemes. It would help to enhance the knowledge, bridging information gaps, livelihoods creation and easing access to relevant government schemes, financial inclusion and linkages to ensure overall wellbeing. In this project, NASSCOM Foundation will set up "Resource Center for Digital Literacy and E-Governance" in Aspirational Districts in the country.

The Aspirational District Programme launched by the government in January 2018 is an attempt to push for growth across various socio-economic parameters for inclusive development. "NASSCOM Foundation's Resource Center for Digital Literacy and E-Governance" will contribute to achieving the UN Sustainable Development Goals (SDGs) through following key interventions:

1. Establishment of "NASSCOM Foundation's Resource Center for Digital Literacy and E-Governance" in Aspirational Districts
2. Equipping "NASSCOM Foundation's Resource Center for Digital Literacy and E-Governance" with digital / online and offline content like books, magazines, newsletters, etc. also to connect and access to online resources
3. Information dissemination in English, Hindi and vernacular languages
4. Additional services to be provided:
   a) Creating awareness and providing the enabling access for beneficiaries
   b) Enable communities to access E-governance services on revenue based model
   c) Creating social entrepreneurs - "Digital Ambassadors" of the "NASSCOM Foundation's Resource Center for Digital Literacy and E-Governance" who will also act as 'master trainer
   d) s' for extension services and digital literacy training.

As Lead– Digital Literacy in e Governance Resource Centre, s/he/they will be responsible to lead operations under this vertical. Broad structure of responsibilities is noted below.

- Setup resource centers project across selected locations in India, strategize program activities and drive digital literacy initiatives.
- Liaison with government bodies at multiple levels for alignment to relevant government guidelines and support.
- Understand project specific needs and initiate content development.

- Identify scope for improvement in the existing digital literacy products /platforms and drive the integration of upgraded features.
- Coordinate and liaison with stakeholders/partners for product development and to provide up to date content on the digital literacy platforms.
- Be the overall custodian of the project dashboard and report it to relevant stakeholders.
- Work closely with project team for data capture and report it to internal/external stakeholders at regular intervals.
- Recruitment of project team, capacity building and setting up reporting structures.
- Lead project monitoring & evaluation (M&E). Create project-implementation-plan (PIP), impact evaluation and ToC framework'
- Manage budgets or grants as per the expectations and compliance.
- Develop & execute projects and services that generate value for all stakeholders, own the overall responsibility for the successful execution of the project.
- Ensure adoption of best practices in projects created and executed.
- Any other incidental work as and when required.

Key Skill Requirements

- Understanding of the Rural landscape in India with experience in livelihood and Digital Literacy will be added advantage
- Understanding relevant government schemes & policies
- Creating strategies and engaging with partners.
- Working knowledge of emerging technologies and capability to provide technical assistance as required.
- Networking skills, Project Management & Project Implementation
- Ability to translate concepts into learning outcomes.
- Passion towards working in social sector.
- Excellent interpersonal, verbal and written communication skills (fluency in Hindi is desirable)
- Experience in team management and leadership
- Demonstrated ability to build and maintain strong networks
- **We need change markers to drive our inclusive tech agenda.**
- **Passion and commitment towards bringing a social change.**

Experience:

- Graduate / Masters degree in business administration/engineering/arts with 15+ years of post -qualification in development sector with program implementation and content development.

Experience in multi-sector development and non-profit organisation is desirable

Role 4:

- **Title: - Manager – TechForGood, Deliveries & Business development**
- **Location: Noida**
- **Reporting to: - Head TechForGood**

Core Areas of Work

- To work towards developing and executing a robust IT programs delivery system and holding accountability of its implementation through the project teams
- Executing monitoring & measurement plans of the projects
- Develop concept notes and proposals for prospective donors
- Support all Learning & Knowledge Management activities of the organisation
- Contributing to staff capacity building initiatives for TechForGood
- Manage and deliver the organization Tech for Good(T4G) initiatives.
- Drive business development for Tech for Good(T4G) initiatives.
- Maintain and build trusted relationships with key donors, partners, and stakeholders.
- Build partnerships and leverage existing technology to support the development sector.
- Should be able to manage a technology architecture of innovative projects for the social cause.
- Manage P & L, donor funds and grants as per the expectations and compliance.
- Effective program management, reporting and forecasting.
- Develop and maintain database for capturing the programmatic data and maintenance of queries and programs for analysis and related reports.
- Support and participate in programme and project evaluations

Key Requirements

- 6+ years of post-qualification work experience in the technology industry
- Understanding of latest technology and the gap of technology in the development sector
- Excellent interpersonal, verbal and written communication skills.
- Demonstrated ability to build and maintain strong networks.
- Self-confidence combined with openness to learning and applying new skills and concepts.
- Ability to understand new technology and concepts.
- Experience of team management and leadership.
- We need change makers to drive our inclusive tech agenda.
- Passion and commitment towards bringing a social change.

Personality and Skills

- Working experience on advance presentation skills
- Highly professional with sense of accountability problem solving attitude and quick learner.
- Excellent oral and written communication skills in English, Knowledge of Hindi is considered as an asset
- Excellent interpersonal skills and proven ability to work as an effective team-player and team leader.
- Willingness to travel as per the needs of the organization

Role 5:

- ▪ **Title: Project Manager- Entrepreneurship**
- ▪ **Location:** Noida
- ▪ **Reports to:** Sr. Manager, Programs

Overview & Key Responsibilities:

NASSCOM Foundation's 'Skills Initiative and Entrepreneurship' works to bridge the skilling gaps and support in building and upskilling entrepreneurship ecosystem in India towards its goals of social transformation and impact through technology. The Foundation helps the donor organizations finalize various aspects of the Skill-based CSR intervention targeted towards empowering women entrepreneurs. These include skill-need discovery and identifying gaps with women entrepreneurs that can be addressed with tech-based upskilling, course curriculum and the region of intervention. We work with training partners to plan for entrepreneurship training, upskilling and setting up SME's/Startup's, targeted towards women and the marginalized. The Foundation has a strong focus to nurture entrepreneurship ecosystem in order to provide sustainable economic growth especially involving women, youth and people with disabilities. We work towards equipping beneficiaries with multiple skill sets including digital and financial with a special focus on technology. vision to build an inclusive and sustainable India by leveraging the capabilities and competencies of the IT/BPM industry.

As key member of the team, s/he/they will be managing the Skilling and Entrepreneurship initiatives of NASSCOM Foundation. Broad structure of responsibilities is noted below.

- Manage and be part of large-scale entrepreneurship /CSR projects.
- Work with state teams and local partners/NGO's to implement scalable entrepreneurship strategies for testing locally appropriate and innovative projects.
- Contribute to identifying research priorities, initiate research in key areas towards entrepreneurship development and upskilling.
- knowledge in project monitoring & evaluation (M&E), project-implementation-plan (PIP), impact evaluation and ToC framework'
- Experienced with the entrepreneurship development ecosystem, maintains and builds trusted relationships with key donors, partners, and stakeholders in the sector.
- Adept with documentation and reporting as per internal / external requirements.
- Ensure all projects are delivered on time within the stipulated scope and budget
- Coordinate with internal and external parties for the flawless execution of projects.
- Manage budgets or grants as per the expectations and compliance.
- Develop & execute projects and services that generate value for all stakeholders, own the overall responsibility for the successful execution of the project.
- Ensure adoption of best practices in projects created and executed.
- Any other incidental work as and when required.

Key Requirements

- Updated on relevant technology initiatives/components/tools adding value to the entrepreneurship ecosystem with experience in related project implementation.
- Contribute to planning entrepreneur portfolio development, determining resource requirements and resource mobilization strategies.

- Support efforts to develop new institutional mechanisms/arrangements for entrepreneur program strategy.
- Identify key public and private institutions and pursue partnerships towards developing entrepreneurship projects.
- Updated on emerging technologies and can provide need based technical assistance to stakeholders across assigned entrepreneur projects of NF.
- Establish professional linkages with individuals / institutions to develop partnerships in line with the entrepreneur strategy-guided partnership maps
- Experience of managing Stakeholder/government relationship would be an added advantage.
- Excellent interpersonal, verbal and written communication skills (fluency in Hindi is desirable)
- Experience in rural project implementation and team management.
- **We need change makers to drive our inclusive tech agenda.**
- **Passion and commitment towards bringing a socialchange**.

Experience:

- Master's degree or above in business administration/engineering/arts with 8+ years of post - qualification in skilling and entrepreneurship.
- Proven track record of entrepreneurship project management.
- Experience in multi-sector development and non-profit organization is desirable.
- Demonstrated expertise in sectoral writing-for-sharing, knowledge curation and dissemination.

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Role 6:

Job Description

Designation	Alliances & Partnerships Lead		
Location	NCR (Preferable Noida)	*Reporting to*	Tech4Good Head
Experience	8+ years experience in sales/business development		

Skills /Knowledge	• Strong communication skills visible in writing, conversation and presentations • Good communication skills in English – written and verbal. • Content writing experience along with presentation skills • Strong Sales & Bizdev experience
Key Responsibilities	• Manage relationships with stakeholders and strategic external collaborators in the program as and when required involving monthly cadence calls, presentations and project plan reviews • Create a pipeline of leads to partner with NF for existing programs and convert those into funding • Incubation Ecosystem (Universities, Mentors & experts, Social Enterprises, Govt. Initiatives etc.) • Research & Knowledge - Social Enterprises, Social Innovators partnerships, Social Investors alignment • Create Proposals as per conversations with leads • Promote the programs across various networks to create visibility and growth opportunities by onboarding new donors • Create a Brand for the Program with external stakeholders • Manage relationships with donors, partners and strategic external collaborators in the program as and when required • Draft partnership agreements and MoU as required •
Other Remarks	• Salary as per experience and organisations norms • Fixed-term contract until February 2023, extendable depending on the performance of the individual and renewal of the program

Role 7:

Job Description

Designation	Outreach, Marketing & Communication Lead		
Location	NCR (Preferable Noida)	Reporting to	Tech4Good Head
Experience	5+ years experience in marketing and comns		
Skills /Knowledge	• Strong communication skills visible in writing, conversation and presentations • Good communication skills in English – written and verbal. • Content writing experience along with presentation skills • Strong Marketing & Communication experience • Secondary research for information • Prior experience in handling build-up to events		

Key Responsibilities	• Manage relationships with stakeholders and strategic external collaborators in the program as and when required involving monthly cadence calls, presentations and project plan reviews • Oversee Marketing operations and track strategic targets • Ensure advertising wallets are topped up with the projected spend amount • Carry out RFPs for partnerships with marketing vendors • Monitor marketing calendar to track & report metrics on reach, impact, usage etc • Review the outreach plan created by Program Managers and provide support in the execution • Create reports and present analysis to define upcoming plans • Tech4Good Event, Tech4Good Award, Tech4Good Report, Tech4Good Auctions, Tech4Good Digital Magazines • Ensure adherence to regulatory compliances and timely report submissions
Other Remarks	• Salary as per experience and organisations norms • Fixed-term contract until February 2023, extendable depending on the performance of the individual and renewal of the program

Role 8:

Job Description

Designation	Digital Efficiency Lead		
Location	NCR (Preferable Noida)	Reporting to	Tech4Good Head
Experience	4+ years' experience in product and technology development		
Skills /Knowledge	• Building mobile/web apps, IoT platforms, REST APIs, networking and security a) UI - Figma/xd b) Full-stack development - Flutter, Django, MERN or MEAN c) State Management - Bloc / Redux d) Python and common python libraries • Knowledge about DevOps, Automated Testing and CI/CD • Deep understanding of System Design and Networking, OSI model etc • Maker and innovator at heart with a passion to help other makers/innovators • Generalist, quick learner, abreast with latest trends in technology • Strong communication skills visible in writing, conversation and presentations • Ability to understand a technical requirement as a user journey and plan the roadmap ahead in terms of wireframes, milestones, development hours and costing • Traits: Motivator and facilitator, curious, self-driven, empathetic, flexible, high integrity, cross-functional organizational ability		

	• Startup bent of mind, interest & knowledge of the startup & product and investor ecosystem
Key Responsibilities	• Maintains constant contact with team members and partners to understand operational/technical challenges and work with them to resolve • Collate best practices in product development and disseminate them across the programs • Research & Knowledge - Architectures, User/benificiary research, Product Impact reports • Create technical proposals as per conversations with leads • Manage the following programs: a) Digital Efficiency (For NASSCOM Foundation Internal Software) b) Tech4Good Community c) Tech4Good Access Platform d) Tech4Good Solutions e) Tech4Good Services f) Tech4Good Products/Tools • Research to identify new and emerging technology areas which can be used to solve problems • Work as a team member to support and further the goals of the department
Other Remarks	• Salary as per experience and organisations norms • Fixed-term contract until February 2023, extendable depending on the performance of the individual and renewal of the program

Role 9:

Job Description

Designation	Operations and Research		
Location	NCR (Preferable Noida)	*Reporting to*	Tech4Good Head
Experience	Freshers in marketing and communications		

Skills /Knowledge		• Strong communication skills visible in writing, conversation and presentations • Good communication skills in English – written and verbal. • Content writing experience along with presentation skills • Secondary research for information • Interest in handling large scale events
Key Responsibilities		• Work on operations and provide support to TechForGood Initiatives • Provide support to carry out RFPs for partnerships with marketing vendors • Manage marketing calendar to track & report metrics on reach, impact, usage etc • Provide support in the execution of outreach plan created by Program Managers • Provide support to create reports and present analysis to define upcoming plans • Provide support in Tech4Good Event, Tech4Good Award, Tech4Good Report, Tech4Good Auctions, Tech4Good Digital Magazines • Help in ensuring adherence to regulatory compliances and timely report submissions
Other Remarks		• Salary as per experience and organisations norms • Fixed-term contract until February 2023, extendable depending on the performance of the individual and renewal of the program

Role 10:

Title: Technology Analyst - Connecting4Good

Location: Noida

Overview & Key Responsibilities:

A program 'Connecting4Good' launched in 2016 in partnership with Vodafone Idea Foundation to help civil society organizations, NGOs, CBOs and Not for Profits increase impact of their work by providing them with requisite technology support through grants. Technology is at the heart of our work and we believe that mobile technology offers an unprecedented opportunity to address global challenges of sustainable development.

As a team member, s/he/they will be responsible for coordination and delivery of technology projects while supporting tech advisor personnel. Broad structure of responsibilities are mentioned below.

- Supporting Tech Advisor in Producing innovative ideas and confirming these through experimenting and prototyping
- Supporting Tech Advisor in Designing and developing solutions with a focus on the automation of build, test and deployment activities using executable patterns
- Supporting Tech Advisor in Define strategies, processes, best practices & methodologies using various development and testing techniques & tools to bring efficiency

- Create Presentation, Wireframes, Dashboards and Solutioning of the required solutions
- Support in providing the reports as required by client
- Implementing the Go To Market(GTM) strategy for products in consultation with tech advisor.
- Liaising with stakeholders such as project personnel, vendors, and end-users regarding technology project requirements and supporting Tech Advisor.
- Outlining, defining, and initiating the project deliverables/documentation in consultation with tech advisor.
- Maintaining a good working knowledge as well as project plan of assigned projects.
- Monitoring project progress and implementing changes where necessary.
- Documenting and following up on important actions and decisions from tech meetings while coordinating with tech advisor.
- Supporting Tech Advisor in Developing project strategies & Undertaking project tasks as required.
- Assess project risks and issues and provide solutions where applicable.
- Should have Debugging & Problem Solving Skills

Key Requirements:

- Bachelor/Masters degree in Information Technology/computer science or related field
- Experience of 4-5 years in Technology Understanding, Product Management, Delivery of Products.
- Experience of working with teams across levels and functions and building teams
- Familiarity of working with frontend build systems and automating the same
- Understanding of Tech frameworks/Models/Methodology
- Humility, willingness to listen and learn
- Excellent communication, presentation, documentation and analytical & conceptual thinking skills
- We need change markers to drive our inclusive tech agenda.
- Passion and commitment towards bringing a social change.

Role 11:

- **Title: Executive/Sr. Executive**
- **Location: Noida**
- **Reports to: Manager**

Overview & Key Responsibilities:

MyKartavya connects the industry and its people to a wide range of volunteering opportunities, and also helps manage and evaluate their volunteering efforts. The program aims to promote strategic volunteering to build the capacity of NGO professionals, underserved communities and employees of the member companies

As key member of the team, s/he/they will be responsible for the operations of this vertical. Broad outline of responsibilities is given below.

- Coordinating with the NGOs on their volunteer requirements
- Sourcing reliable volunteers
- Creating volunteering activities and opportunities on different domain
- Assisting in managing the volunteering portal
- Coordinating with the corporate partner on the basis of their requirements

Key Requirements

- Good interpersonal, verbal and written communication skills
- Ability to interact professionally with different stakeholders like NGOs, Corporate Partners and volunteers
- Ability to analyze information and revise project accordingly
- Exposure and experience of working in volunteering domain
- Ability to build and maintain strong networks
- Self-confidence combined with openness to learning

Experience:

- Bachelor degree in administration/ development sector

If you are looking for a challenging assignment and the above profile sounds like you, please send your resume at hiring@nasscomfoundation.org & complete the details by clicking the link https://forms.office.com/r/3i2paPhUFN

NASSCOM Foundation is an equal opportunity & diversity sensitive employer and women, person with disability, LGBTQIA+ are especially encouraged to apply.