

Job Description

HCLFoundation invites applications for the post of
Position: Program Officer – Uday

Please note: We are an inclusive organization and encourage applications from people of diverse backgrounds

Vacancy released by	HCLFoundation
Vacancy code	HCLF/JD/PO/Uday/1012024
Date of posting	January 10, 2024
Last Date to Apply	January 23, 2024
Location	Madurai and Chennai

About HCLFoundation

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programmes. HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programmes, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit (Environment Action) and 4 special initiatives of Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org/>

Vision

To be the source code for sustainable socio-economic and environmental development.

Mission

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

Links

HCLFoundation: <https://youtu.be/ExVM856rHk>

Uday: <https://youtu.be/eMRYLnEun4s>

Overview

The primary role is to assist in developing a robust communication strategy for HCLFoundation and Uday, aligned to the CSR Policy and support execution of the same.

Role and Responsibilities

- Conduct a comprehensive baseline of the identified underprivileged communities & identify campaign issues.

- Identify and implement the key interventions while engaging with the partner NGOs and the employees to attain sustainable poverty alleviation through investment in relevant, mainstream education, livelihood, health (including water & sanitation and nutrition) and environment support to communities that are otherwise deprived of basic human rights.
- Community mobilization to achieve their engagement in their own development. This will include regular visits to the community, working hand in hand with the NGO partner and HCLTech employees, including the weekends, to ensure that HCL Foundation is in full control of the projects.
- Develop the given project into a high-quality demonstrative model of urban development that highlights that holistic development is possible only by mainstreaming displaced, migrated and underserved populations.
- Monitoring, evaluation and MIS of the given project – including quarterly and annual reports.
- Ensure that employees realize their immediate social responsibility and contribute to the project. Responsibilities also include, but are not limited to, supporting other HCL Foundation projects, assisting the Director, HCL Foundation in developing and implementing policies and procedures, carrying out the objectives of the department, as well as providing recommendations on new programmes and ensuring engagement of employees as mentors and implementers.

Additional Responsibilities –

1. Providing regular coordination support for the day-to-day functions to the partner NGOs.
2. Coordination with volunteers & maintaining a database of volunteer activities across the projects.
3. Maintaining a pictorial database of activities, events and functions.
4. Conducting floor walks with business account volunteers as and when required to ensure effective engagement of volunteers in the project.

Attributes and Experience:

- Excellent track record of having worked in the development sector (4-5 years of experience), especially in the area of developing partnerships with various stakeholders, on-ground monitoring and implementation of programmes including community mobilization, data collection, analysis and documentation.
- Ability to deliver on time, independently, to work with a range of stakeholders, including ability to perform in a corporate environment and present the work at various forums.
- Experience of managing complex and time-sensitive processes.
- Experience in programme management, volunteer engagement and networking.
- Experience in working with sports projects would be desirable.

Qualifications and Skills:

- Masters in Social Work, NGO Management, Child Development or allied areas
- Project management
- Research • Documentation and communication

Remuneration: Salary commensurate with experience.

Send your application to Priyanka.mishra@hcl.com , only shortlisted candidates will be contacted.