

Aishabai & Haji Abdul Latif Charitable Trust requires the position of Program Co-ordinator to liaise and oversee the Program Management of the various activities. The candidate should possess a degree in Masters in Social Work (MSW) from a reputed and recognised institution. Preference will be given to candidates with minimum two years experience in education related field and having managerial experience. The position profile is given below.

Skills that the candidate must essentially possess are: (a) report preparation and documentation; (b) developing project proposals for funding; (c) good communication, managerial and people skills; (d) conducting trainings and skill-building programs. Good Command over English language is absolutely essential.

The position reports directly to the C.E.O.

Job Profile:

1. To assist the Chief Executive Officer in implementation of policies and programmatic interventions;
2. To develop proposals for new programs and interventions aligned with the vision, mission and Organisational Goals.
3. To develop annual programmatic plans and ensure their implementation.
4. Management Information System:
 - a. To develop monitoring and evaluation systems for the various program activities;
 - b. To document and create reports as per MIS of various activities for periodic reporting; To prepare quarterly MIS reports and documentation;
 - c. To document case-studies that are of critical importance to the organisational functioning, highlighting the life-changing interventions by the Organisation and devise strategy for dissemination through website, media, presentation at Conferences, etc.
5. To follow-up on programmatic issues and ensure their early resolution;
6. To regularly undertake field-visits to various schools /centres and hold discussions with Co-ordinators and Teaching staff;
7. To conduct home-visits of students or would-be students, whenever required for enrolling them in MCGM schools;
8. To follow-up with various government department bodies for approvals, programmatic interventions, facilitation of need-based activities and assess needs of schools and vocational centres;
9. To be updated on new schemes, policies and processes of various government bodies that are relevant and doable;
10. To develop and strengthen relations with the media for dissemination of the activities of the Trusts and present problems encountered by it;
11. To periodically develop articles for releasing in the press;
12. To organise events, functions in various locations linked to the objectives of the organisation and ensure that they receive appropriate media coverage;
13. Any other tasks that may be assigned on a regular basis.

Persons residing in Mumbai and matching the requirements should send their updated resumes and a digital photograph along with a covering letter to the ceo@aishabaitrust.com. Please mention "Application for the position of Program Co-ordinator" as the subject header.

For more information visit : www.aishabaitrust.com and www.fazlanifoundation.com. To know more about our activities - view the view on <http://www.youtube.com/watch?v=Em7u4uzcSpq>.