

Programme Manager: Rangoonwala Foundation -India

The Foundation has a development programme in the areas of community services, education, health and livelihood across population groups, including the multiple disabled.

Job Profile: Programme Manager

A dynamic, computer savvy person, who is an effective communicator and team player, based in Mumbai with:

- Project management and monitoring skills for ongoing projects
- Assessment and due diligence for new projects
- Project initiation and community based facilitation skills for our Community Centre in Mumbai
- Skills to facilitate the Trust's medical assistance, professional scholarship, students networking and marketing support programmes.
- Strong reporting, presentation and documentation skills
- Language skills: English and Hindi—spoken, written, read. Knowledge of Marathi will be an added advantage.

The Programme Manager will constitute the second line of the organization, contribute to strategic planning, administrative and financial functions, give depth to the existing programmes and assist in operationalising future plans. She/he should be a hands-on person, willing and able to lead by example.

Candidates with more than five years experience, having familiarity with the work of Funding Agencies/ NGOs will be preferred.

The position requires travel to projects in India.

Remuneration commensurate with experience and qualifications

Preferred Background: Management Graduate with CSR as a strength or Masters in Social Work with strong management/ administrative and documentation skills.

Staff benefits as per organizational policy.

Interested candidates with integrity, honesty and transparency as strong personal values, may apply by May 5, 2006 along with

- CV along with two references
- A two page write up on the issue that needs utmost attention of the non-government development sector in India at present, giving reasons to substantiate the same.
- Salary currently drawn and expected

Centre Coordinator: Rangoonwala Community Centre- Jogeshwari (East)

The Centre is the Community programme of Rangoonwala Foundation (India) Trust. The Trust's other activities include medical assistance, scholarships for professional education, students networking, marketing support etc.

The activities of the Community Centre in Jogeshwari (East) are a computer literacy programme, counseling and yoga training, a woman and child clinic, vacation time play and learn activities for children, functional literacy for women, school outreach programmes on eye care and counseling etc.

Job Profile:

A dynamic, computer savvy person, who is an effective communicator and team player, based in Mumbai with the following skills:

- Activity Coordination—facilitate community-based mobilization, coordinate with resource persons, interaction with participants etc.
- Oversee Centre upkeep, maintenance and smooth day-to-day functioning.
- Maintain activity and administrative records and petty cash
- Strong communication, reporting and documentation skills
- Language skills: English, Hindi and Marathi —spoken, written, read.
- Interaction and networking with other stake holders at the community level

The Centre Coordinator will be part of the Programme Team of the Organization and will be responsible for facilitating the work of the community-based team

Mature women candidates with around five years experience, having familiarity with similar work will be preferred.

Remuneration commensurate with experience and qualifications

Preferred Background: Graduate in Social Work or other discipline with strong orientation for community based development work, from a reputed Institution.

Staff benefits as per organizational policy.

Interested candidates with integrity, honesty and transparency as strong personal values, may apply by May 5, 2006 along with

- CV with two references
- A two page write up on your suitability for the position and what specific value addition you can bring to the team/organization.
- Salary currently drawn and expected

Teacher(s) for English Communication—spoken and written

At it's Community Centre in Jogeshwari (East)

- Morning time for ladies
- Evening time for working persons and college students

Rangoonwala Foundation India

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