

JOB DESCRIPTION OF CHIEF ADMIN OFFICER

ADMINISTRATION

SCOPE OF WORK

1. Statutory works: all kind of documentation, preparation of monthly reports and Annual reports (centre wise & overall).
2. Coordination with government officials (especially potential guests/donors).
3. Collaboration with various Govt. schemes (specially related with child education)
4. Collaboration with parallel/relevant NGOs for donations/sponsorship/help.
5. Assisting chairman & directors for UPAY related activities.
6. Keep accountability of all type of resources.
7. Managing resources like: banners/pamphlets/certificates/stationery/publicity related items.
8. Maintaining enrollment forms and issuing ID cards to members, volunteers and students.
9. Preparation & updating of student's and volunteer's database & follow up via Zonal Operating officer (If available).
10. Arranging meetings, releasing MOMs, notices and announcements.
11. Analyzing data and reports and producing summaries on monthly basis.
12. Procurement, inventory management, distribution and record keeping.
13. Coordination with Zonal Directors and Functional directors.
14. Content creation for newsletter.
15. Planning and conducting training and workshops for students and volunteers.
16. Coordination with finance team for procurement.

DOCUMENTATION

1. Student's Database
2. Volunteer's and Member's database
3. Donor Database
4. Inventory and assets record
5. MoA/MoUs
6. Donation details, acknowledgements
7. Enrollment forms for students and volunteers
8. Data reports
9. Training and events schedule
10. Quotations
11. Daily individual work report
12. Monthly work report

PUBLIC RELATIONS

SCOPE OF WORK

1. Preparing proposals for CSR & Government schemes.
2. Ensuring Volunteers are Inducted & interviewed through Zonal team & Zonal Operating officer.
3. Communication with colleges, schools or other relevant institutions for publicity drive.
4. Scheduling & prioritizing publicity drives.
5. Meeting with external stakeholders.
6. Managing & scheduling social awareness programs.
7. Managing & scheduling volunteer's recruitment drives.
8. Keeping UPAY's webpage updated.
9. Helping in preparation & printing of Magazine.
10. Coordination with donors/ Sponsors.
11. Preparing Certificates and LOR for volunteers and students.
12. Continual feedback from ground level volunteers for any improvement.
13. Coordination with Advisory Board members.

DOCUMENTATION

1. CSR proposals
2. Volunteer database
3. Donor Database
4. Certificate/LOR database
5. Recruitment and joining documents
6. Feedback forms
7. Daily individual work report
8. Monthly work report

TECH WORK

1. Maintenance of UPAY website
2. Coordination with tech team for process improvement

VISITS

1. Monthly visit to other zones
2. Weekly visit to the centers

REPORTING

The Chief Operating Officer and Chief Administrative Officer will report directly to the Chairman at UPAY.

COORDINATION

The Chief Operating Officer, Chief Administrative Officer will be coordinating with the Functional & Zonal Directors for the completion and reporting of your tasks.

PREREQUISITES:

1. Graduation in any field and minimum 6 months of prior experience in education or social work filed.
2. Able to work creatively and analytically in a challenging environment.
3. Strict with the deadlines.
4. Good communication skills.
5. Must be able to handle work pressure.

ADDITIONAL PERKS AND BENEFITS:

1. Performance Bonus
2. LOR shall be awarded for exceptional work
3. The best ZOO shall be rewarded by the Chairman of the Organization.

LOCATIONS:

Nagpur and Delhi

PROBATION PERIOD: 3 months of probation period

ASSESSMENT: Quarterly performance assessment by executive Body

TRAINING:

Compulsory 2 days training program at Nagpur

STIPEND (per month) :

Basic Pay	Rs.15000
Conveyance allowance	Rs.3000 – Rs.5000(Location based)
Performance bonus(after every six months)	Rs.2000
Communication allowance	Rs.2000
Total	Rs.22000- Rs.25000 per month