

SCOPE OF WORK OF CHIEF OPERATING OFFICER

CENTER OPERATIONS

1. Coordination with Zonal team and Zonal Operating Officers.
2. Planning day-wise classroom activities and syllabus design for Reach & Teach and Footpathshaala centers, providing study materials and notes, implementation and assessment.
3. Recruitment and follow-up of interns, center coordinators, volunteers.
4. Training and development of Zonal Operating officers, teachers and center coordinators.
5. Update on activities at all the centres (daily basis) via telephonic communication & commutation.
6. Coordination for UPAY mobile library (i.e. arranging for right kind of books for particular mobile library station, scheduling mobile library stations, brainstorming on how to increase mobile library's effectiveness).
7. Coordination for Resources arrangement like: books, stationery, school bags and other center requirements.
8. Preparing student's progress report & identify areas of improvement.
9. Scheduling medical camps/ vaccination camps/ de-addiction camps. (Coordination with Medical volunteers).
10. Measuring impact and data analysis.
11. Coordination and compilation of CMC reports.
12. Monitoring structure and man power at zone and zone expansion related activities.
13. To produce, follow and maintain records of question paper, tests and results, and weekly reports.
14. Content creation for newsletter.

DOCUMENTATION

1. Syllabus
 - Monthly subject-wise syllabus plan for each class
 - Class plan and teacher's handouts
 - Lesson-wise worksheets, test papers or question bank
 - Center-wise Syllabus monitoring report
2. Responsibility description for volunteers, teachers, center coordinators and zonal operating officers
3. Record of volunteers and daily schedule
4. Training and development related course materials
5. Daily, weekly monthly centre reports
6. Record of resources available
7. Student's database and progress reports
8. Impact assessments
9. CMC reports
10. Weekly exception report
11. Daily individual reports

FINANCE

1. Maintaining financial records of any kind of expenditure (may be any activity/event/meet etc.)
2. Preparing monthly/yearly expenditure statements Centre wise.
3. Getting bills/advances or relevant documents sanctioned from competent authority under DoP clause.
4. Keep track of money flow & its utilization among all the zones.
5. Record keeping of utilization, claim and advance forms.
6. Monitoring of bills and imprest register.
7. Preparing budget & allocation of funds efficiently.
8. Immediate issuance of donation acknowledgement and certificates.
9. Follow-up with donors and sending monthly updates.
10. Coordination with Zonal secretaries and Zonal directors.

DOCUMENTATION

1. Monthly center-wise, zone-wise and overall financial utilization report
2. Claim, utilization and advance forms
3. Bills and imprest registers
4. Receipt books and donation certificates
5. Daily individual work report
6. Monthly work report

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

REPORTING:

Administrative reporting to Chairman and functional reporting to Director(operations) & Director(finance)

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