



## **ADMIN LEAD**

### **ABOUT UPAY:**

UPAY strives to make education for all increasingly accessible with its two major prongs – Footpathshaala and Reach and Teach. Children are taught through open classroom programs using various recreational and skill developmental activities with the vision of a world where education is no longer a distant dream for every child. UPAY is the product of a passionate young IIT Kharagpur graduate wishing to change the life of every Indian child through the most powerful tool – education. Intending to replace begging bowls with books, Varun Shrivastava, along with three equally driven young Engineers laid the foundation for UPAY on 20th May, 2010. Since its inception 12 years ago, UPAY has achieved various milestones with its multi-dimensional and personally-catered approach. With the motto that, if the children can't reach school, let the school reach them, UPAY envisions removing the disparities in the field of education.

### **ABOUT THE POSITION :**

We are looking for an Admin Lead who can handle a variety of tasks that are designed to help position the work being done by UPAY for enhancing the educational footprint in the underprivileged sector. The Lead will support the organizational activities in taking forward its policy work in alignment with the Government counterparts and donors and to provide day to day support to the team to bring out impact of the policy work ensuring high quality, accuracy and consistency. S/He will also be responsible for designing and implementation of new projects undertaken by UPAY.

### **ROLES AND RESPONSIBILITIES:**

- 1) Responsible for baseline and end line survey for the research project on the various policies in the educational sector.
- 2) Responsible for planning, designing, tool preparation, analysis and report writing based on various projects.
- 3) Coordinate with various Governmental and Non-Governmental agencies to research about various schemes and policies and help beneficiaries of the organization achieve such support.
- 4) Plan, implement, maintain and monitor various parameters of the projects and ensure that all projects are implemented well on time, within the scope and budget.
- 5) Write research and project reports for presentation and submission to various stakeholders, including top management, donors, government organizations, partner organizations and internal/external auditors etc. Preparation of periodic and ad hoc reports, as required.
- 6) Scheduling and mapping activities to ensure smooth success of the organizational activities.

7) Weekly reports on the project progress and also action plan for the same.

8) Planning, preparing reports and maintaining financial accounting, procurement and finance based approvals.

9) Ensures the smooth and efficient day-to-day operation of research and project and data collection activities, and act as the primary administrative point of contact for internal research staff and different stakeholders.

10) Undertake such other assignments, which may be assigned from time to time.

11) Plan and coordinate administrative procedures and systems and devise ways to streamline processes.

**QUALIFICATIONS/SKILLS: -**

- Bachelor's degree plus experience in research.
- Knowledge MS Office is a must.
- Effective oral and written communication skills.
- Experience working with an NGO.

**Job Type:** Full-time, Contract

**Salary:** INR 14,000-15,000 per month

**Location:** Nagpur

**Work Remotely:** No