

Job Title: Operations Manager**Organization:** UPAY (www.upay.org.in)**Location:** Noida or Nagpur, India

Overview: UPAY, a non-profit organization dedicated to providing education and skill development opportunities to underprivileged children across India, is seeking a dynamic and committed Operations Manager. The Operations Manager will oversee the operational aspects of our learning centres and skill development programs, ensuring the availability of resources, collaboration with NGOs, and effective management of volunteers and teachers. This role offers the opportunity to make a significant impact on the lives of disadvantaged youth through education and empowerment.

Responsibilities:**1. Operational Management:**

- Oversee the day-to-day operations of UPAY's 44 learning centers and skill development programs across India, with a focus on the Noida region.
- Develop and implement operational policies, procedures, and guidelines to ensure the smooth functioning of the centers and adherence to program objectives.
- Monitor and evaluate the effectiveness of operational processes, identifying areas for improvement and implementing solutions to enhance efficiency and effectiveness.

2. Resource Management:

- Manage the allocation and utilization of resources, including human resources, finances, infrastructure, and materials, to support the activities of the learning centers and skill development programs.
- Ensure the availability of necessary resources to meet the educational and training needs of the beneficiaries, including access to teaching materials, equipment, and technology.
- Cultivate relationships with donors, partners, and suppliers to secure additional resources and support for UPAY's programs.

3. Collaboration with NGOs:

- Establish and maintain partnerships with local NGOs, government agencies, educational institutions, and community organizations to enhance the impact and reach of UPAY's initiatives.
- Collaborate with partner organizations to leverage resources, share best practices, and coordinate joint programs or initiatives aimed at addressing the educational needs of underprivileged children and youth.
- Participate in meetings, workshops, and networking events with NGOs and stakeholders to explore collaboration opportunities and foster synergy in the education sector.

4. Volunteer and Teacher Management:

- Recruit, train, and manage volunteers and teachers to support the delivery of educational programs and activities at UPAY learning centers.
- Develop and implement training programs and workshops to equip volunteers and teachers with the necessary skills, knowledge, and resources to effectively engage with students and facilitate learning.
- Provide ongoing support, supervision, and guidance to volunteers and teachers, fostering a culture of teamwork, professionalism, and continuous improvement.

5. Reporting and Documentation:

- Maintain accurate records of program activities, including attendance, student progress, volunteer hours, and teacher evaluations.
- Prepare regular reports on program performance, outcomes, and impact, highlighting achievements, challenges, and recommendations for improvement.
- Ensure compliance with reporting requirements of donors, grantors, and regulatory agencies.

Qualifications:

- Bachelor's degree preferably in education, Social Work, Non-Profit Management, or a related field.
- Minimum of 2 year of experience working with education-based NGOs through full-time employment or fellowship programs.
- Passion for education, social justice, and community development, with a strong commitment to serving underprivileged populations.
- Excellent communication, interpersonal, and leadership skills, with the ability to build and maintain relationships with diverse stakeholders.
- Strong organizational and problem-solving abilities, with attention to detail and accuracy.
- Ability to work effectively in a fast-paced, dynamic environment and manage multiple priorities simultaneously.
- Good Knowledge of advance MS excel and
- Age not exceeding 30 years.

Salary and Benefits:

- Monthly salary range: INR 30,000 per month
- Benefits: As per organizational policies.

This is a full-time position based in Noida. The Operations Manager will report to the Executive Director of UPAY.

Apply at <https://forms.gle/k6K9ZyZA8Zxg2fDq8>