

Job Title: Program Manager**Organization:** UPAY NGO**Location:** Noida or Nagpur**Salary:** 30,000 INR/Month

About UPAY NGO: UPAY is dedicated to the education of underprivileged children across the country. We work relentlessly to provide educational opportunities to those who need it the most, striving to create a brighter future for every child.

Job Description: As a Program Manager at UPAY NGO, you will play a crucial role in advancing our mission by managing various aspects of our programs and operations. We are seeking a highly motivated individual with a passion for social change and a strong background in the NGO sector.

Responsibilities:

- Ensure the outreach of UPAY in colleges and communities to identify and engage with potential beneficiaries.
- Manage employees including recruitment, training, performance evaluation, and professional development.
- Oversee data management systems to track program impact, monitor progress, and generate reports for stakeholders.
- Represent UPAY in meetings, events, and collaborations with other organizations.
- Provide administrative support including managing budgets, coordinating logistics, and maintaining documentation.
- Support HR functions such as payroll management, compliance with labor laws, and employee relations.
- Utilize MS Office and advanced Excel skills for efficient data analysis, reporting, and communication.

Requirements:

- Minimum 2 years of work experience in the NGO sector, preferably in program management or related roles.
- Postgraduate qualification in a relevant field such as social work, development studies, or nonprofit management.
- Fluent communication skills in English and Hindi, with the ability to engage with diverse stakeholders.
- Strong knowledge of HR and administrative functions within an NGO setting.
- Proficiency in MS Office suite, especially Excel, for data management and analysis.
- Proven ability to multitask, prioritize workload, and meet deadlines in a fast-paced environment.
- Excellent interpersonal skills with a collaborative and solution-oriented approach.

Benefits:

- Opportunity to make a meaningful impact on the lives of underprivileged children.
- Professional development and growth opportunities within the organization.
- Competitive salary and benefits package.

- Dynamic and supportive work environment with passionate colleagues.

Application Process: To apply for the position of Program Manager at UPAY NGO, please send your resume and a cover letter highlighting your relevant experience and motivation to join our team. Only shortlisted candidates will be contacted for further evaluation.

Apply through this link:

<https://docs.google.com/forms/d/1SkhhAlG5uPFzuEa6P5sJmfCp28B3AkuGjua1RYrBtIM/edit>

Deadline for Application:

UPAY NGO is an equal opportunity employer and encourages individuals from diverse backgrounds to apply. We are committed to creating an inclusive workplace where everyone feels valued, respected, and empowered to contribute to our mission.