**Job Description**

**HCLFoundation invites applications for the post of   
Programme Officer – Uday by HCLFoundation**

*Please note: We are an inclusive organization and encourage applications from people of diverse backgrounds*

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| Vacancy released by | HCLFoundation |
| Vacancy code | HCLF/JD/PO/Uday/10102024 |
| Date of posting | October 10 , 2024 |
| Last Date to Apply | October 31, 2024 |
| Location | Nagpur |

**About HCLFoundation**

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programmes. HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programmes, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit (Environment Action) and 4 special initiatives of Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – https://[www.hclfoundation.org/](http://www.hclfoundation.org/)

**Vision**

To be the source code for sustainable socio-economic and environmental development.

**Mission**

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

**Links**

HCLFoundation: <https://youtu.be/EkxVM856rHk>

Uday: <https://youtu.be/eMRYLnEun4s>

**Uday by HCLFoundation**

HCLFoundation’s flagship urban community development programme - Uday, seeks to create green, clean, healthy and empowered communities. Aligned with the Sustainable Development Goals, it is developing an **integrated solution to break the vicious cycle of urban poverty**.

Defining Uday’s approach is its intrinsic belief that urban poor aspire to a life of dignity and self- respect. With the right opportunities, they can take charge of their lives, dare to imagine a different future and work towards it. Our strategies are carefully designed, such that they speak both to their environment and to their ambitions.

Uday’s unique **‘Convergence’ approach** brings this philosophy to life. Uniting critical stakeholders– the state, non-profits and HCL volunteers in a rich partnership, it meets its responsibility to the community and supports them in realising their dreams.

Aligned to HCLFoundation’s vision statement, Uday also aims to create source codes for urban socio-economic development, prototypes, using step by step approach, convergence and dialogue with duty bearers such that these can be adopted and scaled up by diverse set stakeholders, including communities themselves.

Uday addresses vital issues prevalent in urban areas like access to quality education, universal access to health, sustainable livelihood opportunities, improved water, sanitation and hygiene, environmental conservation including enhanced green cover and solutions to city waste, through campaigns and on ground action for positive urban transformation. Child protective strategies, inclusion and gender transformative approaches remain fundamental.

Currently, Uday is being implemented in 11 cities in partnership with like-minded organisations,

# Overview Under the leadership of the Director, HCLFoundation and the assigned personnel, the Programme Officer’s primary responsibilities include end to end implementation of HCLFoundation’s flagship programme for urban development, in Nagpur. Under this project, the ongoing verticals of Urban CSR – Education, Livelihood, Health, WASH, Environment and Humanitarian Action, will be used as approaches to achieve integrated and holistic development of identified target communities, with an overall goal of poverty alleviation.

# Roles & Responsibilities

* Conduct a comprehensive baseline of the identified underprivileged communities & identify campaign issues.
* Identify and implement the key interventions while engaging with the partner NGOs and the employees to attain sustainable poverty alleviation through investment in relevant, mainstream education, livelihood, health (including water & sanitation and nutrition) and environment support to communities that are otherwise deprived of basic human rights.
* Community mobilization to achieve their engagement in their own development. This will include regular visits to the community, working hand in hand with the NGO partner and HCLTech employees, including the weekends, to ensure that HCLFoundation is in full control of the projects.
* Develop the given project into a high-quality demonstrative model of urban development that showcases that holistic development is possible only by mainstreaming displaced, migrated and underserved populations.
* Grant Management: Ensuring timely flow and effective utilization of funds by closely working with the NGO partners.
* Monitoring, evaluation and MIS of the given project – including quarterly and annual reports.
* Ensure that employees realize their immediate social responsibility and contribute to the project.

Responsibilities also include, but are not limited to, supporting other HCLFoundation projects, assisting the Director, HCLFoundation in developing and implementing policies and procedures, carrying out the objectives of the department, as well as providing recommendations on new programmes and ensuring engagement of employees as mentors and implementers.

**Additional Responsibilities -**

1. Providing regular coordination support for the day-to-day functions to the partner NGOs.
2. Coordination with volunteers & maintaining a database of volunteer activities across the projects.
3. Maintaining a pictorial database of activities, events and functions.
4. Conducting floor walks with business account volunteers as and when required to ensure effective engagement of volunteers in the project.

# Attributes and Experience:

* + Excellent track record of having worked in the development sector (**4-5 years** of experience), especially in the area of developing partnerships with various stakeholders, on-ground monitoring and implementation of programmes including community mobilization, data collection, analysis and documentation.
  + Ability to deliver on time, independently, to work with a range of stakeholders, including ability to perform in a corporate environment and present the work at various forums.
  + Experience of managing complex and time-sensitive processes.
  + Experience in programme management, volunteer engagement and networking.
  + Experience in working with sports projects would be desirable.

# Qualifications and Skills:

* + Masters in Social Work, Education, NGO Management, Child Development or allied areas
  + Project management
  + Research
  + Documentation and communication

**Remuneration:** Salary commensurate with experience.

# How to apply:

* + Please submit your CV with a cover letter with the subject line as per location mentioned below

“Your name\_ HCLF/JD/Uday/Nagpur/PO/10102024”

* + Attach two page write up on “The challenges of Urbanization and key approaches to combat its ill- effects”.
  + Send your application to [piyushyashwant.wankh@hcltech.com](mailto:piyushyashwant.wankh@hcltech.com) marking [prijoe.t@hcltech.com](mailto:prijoe.t@hcltech.com) in cc
  + In case of any query/clarification please write to [piyushyashwant.wankh@hcltech.com](mailto:piyushyashwant.wankh@hcltech.com)
  + Only shortlisted candidates will be contacted.