JOB DESCRIPTION
FOR
Programme Officer – HCLTech Grant

Invites applications for the post of Programme Officer, HCLTech Grant – Edition Roll-Out under the flagship programme 'HCLTech Grant'

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

Vacancy released by	HCLFoundation
Vacancy Code	HCLF/JD/Grant/PMO1/12012023
Programme Name	HCLTech Grant
Date of Posting	18th July 2023, Wednesday
Last date for Application	31st July 2023, Monday
Location	Noida

About HCLFoundation

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. It is a not-for-profit organisation that strives to contribute towards national and international development goals, bringing about lasting positive impact in the lives of people, through long-term sustainable programmes.

HCLFoundation aims to alleviate poverty and achieve inclusive growth and development. Active community engagement ensures optimal long-term gains and upward accountability. It works through Life Cycle Based, Integrated Community Development Approach with a thematic focus on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. Child protective strategies, inclusion, and gender transformative approaches remain central in all initiatives of HCLFoundation, thus ensuring comprehensive development. At present, HCLFoundation is implementing five flagship programmes, Samuday and HCLTech Grant – Rural Development; Uday and My Clean City – Urban Development; Harit - Environment Action and four special initiatives - Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – https://www.hclfoundation.org and watch the video – https://youtu.be/EkxVM856rHk

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.

HCLTech Grant

HCLTech Grant embodies HCLFoundation's pledge to transform rural India by strengthening ecosystems, owned and led by communities. Partnering in this endeavour are some of India's most innovative and finest non-profits. Working closely with local populations, they design and implement pathways to transformative change.

A countrywide competitive process identifies impactful non-profits working in the areas of health, education and environment. Guiding and informing the selection is a well-established transparent, robust and democratic methodology led by the HCLTech Grant team, independent experts and governance partners. Finalists and winners are selected after several rounds of screening, due diligence site visits, a sub-jury round and final deliberations.

Since its inception in 2015, HCLTech Grant has impacted close to 1.8 million lives in 25,102 villages spread across 116 districts in 19 states & 2 union territories of India.

Objectives

HCLTech Grant aims to achieve sustainable development of rural communities by supporting NGOs that are doing path breaking work towards transformation of rural India. The two clear objectives of HCLTech Grant are as follows:

- Award financial Grant to innovative, replicable, scalable, sustainable time bound project, proposed by NGOs which are committed towards transformative rural development, in the categories of Environment, Health and Education.

- Identify NGOs who have made significant impact in rural transformation and publish a compendium capturing work of these NGOs, such that they become globally visible for their efforts.

This project aims to strengthen the fifth estate, the NGOs. Through this project HCLFoundation awards a grant of ₹ 5 Crores, for a 3 years' project under categories of Environment, Health and Education, to NGOs that are identified through a rigorous selection process.

HCLFoundation

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Position: Programme Officer – HCLTech Grant
Location: Noida

Roles & Responsibilities

The Programme Officer - HCLTech Grant will work with the PMO team for developing and implementing the robust communication strategy and support in executing the operational tasks of the HCLTech Grant Edition Roll-Out as per the steps detailed below:

- Announcement of the HCLTech Grant Portal LIVE: This includes designing the mailers, Social Media Posts, announcement and outreach to NGOs.

- Organizing Symposiums Pan India: On-boarding of implementation partners, identifying strategic locations, partnering with reputed institutions and universities, enlisting venue and logistic support, content writing, developing the social media plan for reaching out to the NGOs to get their participation for the symposiums. Design and implement social media strategy. Design collaterals, posters, exhibition stands, standees invitations, data tracking, close outs and posting live event posts.

- Telephonic outreach/webinars/emailers to NGOs: content writing and designing, follow up and ensuring support to NGOs during the time of application submission (setting up NGO helpline/support).

- Consolidation of Applications: Analytics on the applications received, screening for eligibility, coordinating with knowledge partner, reporting and documenting data in meaningful and impactful ways.

- Shortlisting of Applications: Review and categorization of applications, coordinating with concerned stakeholders such as HCLTech Grant PMO Team, HCLF Subject Matter Experts and knowledge partner; sending out emailers communicating the results of the shortlisting.

- Field Level Due Diligence: Coordinating with selected NGOs, SMEs, field teams and other concerned stakeholders for organizing field level due-diligence, consolidation of the field reports and organizing consolidation and closure workshop to shortlist the semi-finalist NGOs for the subsequent Sub-Jury & Jury round.

- Organizing Sub-Jury & Jury Meeting: Consolidating the reports and feedback and consolidating the dockets for the jury and sub-jury members; designing the decks, conducting desk research and preparing data sheets and fact sheets relevant for the shortlisting process; ensuring continuous and timely flow of information between HCLTech Grant PMO team and the concerned sub-jury and jury members; coordinating with the sub-jury and jury members to ensure they have all the required data and information for the shortlisting; making travel and stay arrangements for them in coordination with the administrative teams; assisting and supporting the evaluation process as per requirement including meeting arrangements, logistic support and coordination with all concerned stakeholders.

- Announcement and award of HCLTech Grant: Ensuring regular communication and updates to NGOs after each stage of shortlisting; consolidation of feedback, remarks and reasons and communicating the same to the applicant NGOs; making arrangements for the HCLTech Grant award ceremony in coordination with all concerned departments.

- Provide overall support towards HCLTech Grant Edition Roll-Out through inter-departmental coordination and positioning the mission of HCLTech Grant. This would require the incumbent to -

  o Develop and maintain a comprehensive database of credible NGOs in the country working on various issues
  o Developing robust communication strategy to position HCLTech Grant in the development sector
  o Regularly design and send mass mailers and ensure timely announcement of HCLTech Grant and assist at all levels of the project cycle, and implement each stage meticulously
  o Design decks & PPTs to send updates to all the stakeholders of HCLTech Grant
  o Assist in all process documentation of HCLTech Grant, organising the regional workshops with a country wide coverage for dissemination of information and best practices related to CSR
  o Deliver high quality content related to HCLTech Grant – process documentation, capturing and showcasing success stories and best practices
  o Manage overall communication requirements for the project, internal and external, as well as management of the HCLTech Grant application portal
  o Extensive travel to HCLTech Grant field locations
  o Maintain a rich database of photographs and videos showcasing the HCLTech Grant process as well as project impact in coordination with the internal PR, media, communication and brand team as well as external vendors
  o Ensure smooth logistics and travel arrangements at all stages of HCLTech Grant including management of budgets

Responsibilities also include supporting other HCLFoundation projects, assisting 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 in CSR activities.

Attributes and Experience

- 3-5 years of experience in in development communications, strategic communications, social media management, preferably in the corporate/CSR/development space. Experience in the field of health/education/environment is desirable
- Rich experience of working with NGOs, management of developmental budgets, programmatic reports, participatory programming and management

- A go-getter approach in engaging internal and external stakeholders through innovative, action-oriented communication
- Hands on experience in content management and design software. Stay up-to-date with current technologies and trends in social media, design tools and applications
- In-depth knowledge of the grant/development funding landscape of the country, the state specific policies and the schemes and willingness to learn more and execute
- 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
- Excellent communication skills
- Analytical and multitasking skills
- Willingness to extensive travel

Qualifications and Skills
- Masters in management development, social work, health management, environmental studies, education related fields, PR and communications or allied areas
- Experience in project & programme management
- Strong research, analytical, documentation and communication skills
- excellent it skills

Salary Range
Salary commensurate with experience

How to apply
- Please submit your updated CV with a cover letter
- Attach two-page write up on "**Grant Management in the space of CSR: Developing Strategic Partnerships"**
- Send your application to robin.t@hcl.com and shally_kaushal@hcl.com marking priyanka.mishra@hcl.com in cc latest by 31st July 2023