

HCLFoundation invites applications for the post of Senior Programme Officer under the special initiative ‘Academy by HCLFoundation’

Vacancy released by	HCLFoundation
Vacancy code	HCLF/JD/ACA/NOI/16012024
Programme name	Academy by HCLFoundation
Date of posting	16th Jan 2024
Location	Noida, Uttar Pradesh

About HCL Foundation

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. Child protective strategies, inclusion, and gender transformative approaches remain central in all initiatives, thus ensuring comprehensive development. 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 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>

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>

Academy by HCLFoundation

HCLFoundation Academy aspires to be a global platform enabling anyone across the world to get access to quality training and learning experiences for achieving Sustainable Development Goals (SDGs).

As the development sector is evolving and best practices need to be shared to achieve a larger impact. There is a need for orientation, capacity building, and convergence, and to get all

stakeholders together on one platform in a meaningful and effective manner, HCLFoundation has initiated one of its kind, unique online platform called the Academy by HCLFoundation.

The Academy seeks to undertake appropriate learning using a virtual classroom approach through an LMS – Learning Management System. These online courses are available free of cost as of now.

Academy's Objectives

- Enrich Civil Society Organizations and Development Sector Professionals with the latest in Corporate Social Responsibility (CSR) and in Development Sector.
- Enable learners with an interdisciplinary understanding of thinking and practice on Sustainable Development Goals aligning with National priorities. To build capacity among the learners and facilitate them to design and deliver impactful projects in human development sectors including the environment.
- To constructively engage with youth in nation-building and world peace and promote relevant National and International partnerships/ collaborations between governments, academia, corporates, and civil society.

Vacancy Detail

Position: Senior Programme Officer – Academy by HCLFoundation

Location: Noida

Job Description

We seek a Senior Programme Officer, to support and manage the courses, and training programmes run by the Academy. The Senior Programme Officer is responsible for management of assigned projects and courses as well as related research activities, partner coordination, work planning, reporting, communications, budget and contracts/administration. S/he should have strong project management skills, a background in education technology, course management in both online and offline modes of delivery, course life cycle, and operational management of class schedules.

S/he should have good communication skills as the position will require to be in regular communication with learners and potential applicants, so the post holder should also have excellent organisational skills, demonstrate good use of initiative and be able to interpret and apply complex information. The position requires communicating persuasively and tactfully ensuring cooperation and compliance with milestones at the end of each year. The post holder must be able to work to tight deadlines on her/his initiative and to learn new systems and procedures rapidly.

Job Role and Responsibility

The person will support for the internal and external learning programmes and effectively support, coordinate, develop, and implement these portfolios and programmes, structured around the

three pillars to enrich, enable and engage and also to build the capacity of the professionals in the social and development sector. Some of the key roles and responsibilities include

- Supporting the Academy in managing the existing and new courses for the social and development sector
- To support in identifying the potential courses and training programmes to leverage the skills and learnings of the social and development sector professionals that will be hosted on the Academy
- To support and coordinate with different thematic experts, NGOs, academicians, consultants and subject matter experts for ideating new concepts within the Academy, schedule webinars and development of courses
- To manage the work with partners, organizations and agencies
- To support the LMS in creating and managing the courses and users
- To train the users and stakeholders on LMS and processes
- To coordinate and execute operations of the stakeholders
- To ideate and coordinate with communications and required teams in managing and supporting the Academy's creatives and collaterals for events like webinars, online and in-person training, and seminars
- To manage a comprehensive database of learning and knowledge material, sessions, webinars, courses, faculty and consultant records, learners and user base, certificates, activities and reports for management use

Job Specifications

- A very good and efficient performance-oriented track record having worked in the area of education and programme management using technology with 6-10 years of experience
- Good understanding of managing online courses, supporting training sessions, facilitators and learner's management with good practical experience in using online delivery platforms
- Good understanding of using online tools for effective delivery and management of online courses and reporting
- Able to maintain associations and relationships with public and private institutions, government departments and ministries
- Good track record of maintaining stakeholder/ client relationships as well as establishing new partnerships
- Excellent written and verbal communication skills
- Excellent report writing (Word and PowerPoint) and presentation skills

Remuneration

Salary commensurate with experience

How to apply

Please submit your CV with a Cover Letter on the portal or send by email to ashutosh.taunk@hcl.com , gaurav.majumdar@hcl.com . Last date for submission of the completed application is **20th Feb 2024**. Kindly note that only shortlisted candidates will be contacted.