

Job Description
HCLFoundation invites applications for the post of
Programme Officer-Power of One

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

Vacancy released by	HCLFoundation
Vacancy code	HCLF/JD/Po1/NOI/15012024
Date of posting	February 28, 2024
Last Date to Apply	March 20, 2024
Location	Noida, Uttar Pradesh

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/>

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>

About Power of One

Engaging people at HCLTech meaningfully in giving back to people and planet is at the core of our

existence. Power of One is the medium for inspiring people to volunteer and/or join the payroll-giving program. It is premised on the idea that 1 hour, 1 day or 1 week of community service and a voluntary contribution of ₹ 1 per day can make a huge difference in people's lives and can go a long way in making a significant impact in the society.

Payroll-giving: The program is strongly footed on the belief that every small contribution by each employee can go a long way in making a significant impact in the society. The funds collected through Power of One are used to support meritorious students from underserved sections of society through long term scholarships for excellence in academics and sports. These students primarily belong to families of HCLTech's support staff and HCL Foundation supported communities. Currently, 38,000+ employees, on an average, donate INR 1/2/5 per day Over 600 students have been awarded scholarships since inception.

Volunteering: People at HCLTech can volunteer for various community service initiatives. Our HCL Community Champions have shown great commitment towards all volunteer-based activities of HCL Foundation and have clocked over 6,71,000 volunteering hours. They extend their support to vulnerable communities through various initiatives such as tree plantations, interactive sessions, creating awareness on health, hygiene, water and sanitation, and providing humanitarian assistance in times of natural calamities, leadership skill training (child participation), life skill training for adolescents, exposure visits, awareness rallies, celebrations, sports training, self-defense and child protection sessions; celebrations in schools, hygiene sessions, life skill training for students, exposure visit, school quality mapping, quiz competitions, sports training, and child protection training.

Position: Programme Officer-Power of One

Location: NOIDA, Uttar Pradesh

Overview: The incumbent's role will primarily be focused on supporting the implementation, programme monitoring and reporting process of the Power of One initiative in accordance with HCLFoundation's policy, standards & statutory requirements. Day-to-day functioning will provide exposure to all facets of HCLFoundation.

Roles & Responsibilities:

Focus will be on but not limited to-

1. Ideating and collaborating with HCLFoundation team towards creating volunteering engagements for HCLTech employees.
2. Collating pan India volunteering data on a regular basis to measure achievement/progress against the key indicators.
3. Collating and analyzing PO1 contribution data on a monthly basis to generate insights and strategies, as required.
4. Maintaining, updating and administering the overall PO1 database; in a systematic manner for Audit purpose.
5. Identifying lessons learned and developing case studies to capture qualitative outputs of the project. Providing inputs to the supervisor on improving project performance using findings.
6. Checking that data is discussed in appropriate forum and in a timely fashion in terms of implications for future action.

7. Coordination for client visits to present HCLFoundation opportunities.

Experience & Attributes-

1. Up to three (03) years of professional experience in an on-field position responsible for implementing volunteering activities of development projects.
2. Experience in designing, implementation and operating CSR/Volunteering projects, from project initiation to exit-stage.
3. Experience in planning and managing surveys, developing and refining data collection tools and data quality assessments and oversight.
4. Good communication skills; fluent in English.
5. Outgoing, flexible, self-motivating, able to manage multiple tasks efficiently, and team player.
6. Excellent management and organizational skills along with strong quantitative skills.
7. Programme and Database Management
8. Must also have the ability to work well under pressure and deliver within required deadlines, often in a fast-paced work environment.

Qualifications and Skills-

1. Education: Post graduate university degree in social work, communications or related field.
2. Strong knowledge of Windows and Microsoft Office applications (Word, Excel, PowerPoint, etc.). Flair for content writing.

Remuneration-

Salary commensurate with experience.

How to apply-

1. Please submit your CV with a Cover Letter.
2. Send your application to prakriti.khar@hcl.com, marking in cc priyanka.mishra@hcl.com and subject line: **Application for Program Officer – Power of One**
3. **Applications due by February 16, 2024**
4. Only shortlisted candidates will be contacted.