

Pratham InfoTech Foundation: Sancharak

Position Summary

The Sancharak's aim is to ensure smooth operation of the project in their respective DigiTech centre. He/she is responsible for conducting IT training and maintaining targets.

Principle Duties & Responsibilities

- Conducting IT training at the centre
- Keep a check on timeline and achieving set targets
- Fill out various registers, log books and data collection templates for student evaluation
- Help with other centre related administrative and operational tasks as needed

Qualifications & Skills Required

- Diploma/ Graduate in any academic discipline
- Fluent in local language
- Computer literate with experience in surfing the internet, emailing, data entry, and Microsoft Office
- At least 6 months of experience in MS Office, DTP, Internet
- At least 1 year teaching experience
- Good Communication & Presentation Skills
- Team player
- High energy level & the ability to support and motivate others
- Empathetic to others' views and needs
- Ability to think critically and analytically
- Willingness to travel to surrounding areas
- Commitment and passion to work for the upliftment of underserved community

Location: Mumbai/Navi Mumbai, with travel to surrounding areas.