

**NOTE:**

All candidates applying for positions at The YP Foundation need to keep the following in mind:

- × The YP Foundation is an equal opportunity employer.
- × All applications should be submitted to [jobs@theypfoundation.org](mailto:jobs@theypfoundation.org) no later than May 22, 2010
- × Upon the submission of your application you will receive a call for interview, a date and time for which will be set with you.
- × The YP Foundation's core focus, guide and source of values are working with a human rights based approach. It is the foundation upon which all projects of the organization are conceptualized, debated and implemented.

Post Opening	Basic Qualification	Job Description	Additional Qualifications
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**Programme Divisions**

**VOICES - The School Project is a youth led peer education programme that works with adolescents in schools and vocational institutes across the NCR, addressing mental health issues such as Peer Pressure, Substance Abuse and Bullying/Violence that continue to grow in importance in urban schooling environments.**

The Project Head of VOICES - The School Project is responsible for overseeing the conceptualization, implementation and progress of TYPF's peer education programmes in schools through VOICES. The Project Head should be willing to develop leadership within a team and have a strong interest in training young people as peer educators, ensuring their proactive engagement with developing life skills and addressing issues of peer pressure, substance abuse and body image with adolescents in schooling environments. The Project Head should believe in working with the principles of informed consent and decision making, and have a genuine interest in working with schooling systems, teacher - parent relationships, with the aim of setting up sustainable spaces within schools where adolescents can address concerns and access information and support services without stigma and discrimination.

<p><b>Project Head, VOICES – The School Project</b></p>	<p><u>Type</u>: Part time</p> <p><u>Tenure</u>: 2 years minimum</p> <p><u>Minimum Education/ Prior Experience</u>: Applicant should have completed schooling. Prior working experience in the field is preferred. Applicants who are MA students in Psychology, Counselling or BL. Ed. <u>or</u> Part Time teachers <u>or</u> Bachelor’s (BA, BS etc.) students are encouraged to apply, however, prior field experience of having worked with the issues of Substance Abuse and Peer Pressure with adolescents will be given more precedence than formal education.</p> <p><u>Salary</u>: Monthly Honorarium</p> <p><u>Languages Required</u>: Proficient in Hindi as well as English.</p> <p><u>IT Skills</u>: Proficient user of MS Office and the Internet.</p>	<ul style="list-style-type: none"> <li>• Project development and management.</li> <li>• Liaising with partner organisations and networking within the sector.</li> <li>• Identifying and examining new project ideas relevant to the work of the organization and branch.</li> <li>• Overseeing fundraising targets of the project.</li> <li>• Coordinating team feedback, assessment and evaluation with the administrative liaison.</li> <li>• Overseeing project training with the Trainer’s Cell Head and Volunteer Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient understanding and grasp of life skills and mental health concepts among adolescents.</li> <li>• Strong interest in the skill development of young people.</li> <li>• Demonstrates excellent team management skills.</li> <li>• Hardworking and takes initiative</li> <li>• Comfortable working with large groups of participants</li> <li>• Excellent written and verbal communication skills</li> <li>• Willing to work in high pressure situations</li> <li>• Leadership qualities to positively influence others to achieve results that are in the best interest of the organization.</li> <li>• The ability to work with people as well as work independently as and when required.</li> </ul>
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**The Trainer of VOICES - The School Project is responsible for coordinating the training component of the project, where he/she oversees the conceptualization, implementation and progress of TYPF's peer education programmes in schools. The Trainer inducts and works with a team of 20 peer educators/volunteers over a year, conceptualizing training modules and conducting field research/needs assessments. The Trainer designs and conducts training on a regular basis throughout the year, additionally conducting training evaluations and developing modules for workshops as well as working in schools with the team through workshops.**

<p><b>Trainer, VOICES – The School Project</b></p>	<p><u>Type</u>: Part Time</p> <p><u>Tenure</u>: 2 years minimum</p> <p><u>Minimum Education</u>: Applicant should have completed schooling. Applicants who are MA students in Psychology, Counselling or BL. Ed. or Part Time teachers or Bachelor's (BA, BS etc.) students are encouraged to apply.</p> <p><u>Prior experience</u>: Preferred Training Background in Mental Health/Life Skills/ Counselling/Urban Adolescent Issues such as Peer Pressure, Bullying and Violence and Substance Abuse with adolescents. Field experience preferred.</p> <p><u>Salary</u>: Monthly Honorarium</p> <p><u>IT Skills</u>: Proficient user of MS Office and the Internet.</p>	<ul style="list-style-type: none"> <li>Working proactively with the Trainer's Cell Head while researching and organizing team trainings.</li> <li>Providing the team with information and issue based training.</li> <li>Developing research outlines for the project.</li> <li>Developing training formats.</li> <li>Working on and updating the trainer's manual for the project.</li> <li>Building and implementing training evaluation and monitoring mechanisms for the team with the Trainer's Cell Head.</li> <li><b><u>Potential opportunity for the post to scale into a full time position.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>Sufficient understanding and grasp of life skills and mental health concepts among adolescents.</li> <li>Interest in working with issues of adolescence with school going students.</li> <li>Excellent team management skills.</li> <li>Hardworking and takes initiative</li> <li>Comfortable working with large groups of young people.</li> <li>Excellent written and verbal communication skills</li> <li>Willing to work in high pressure situations</li> <li>Strong Leadership qualities and the ability to take others along</li> <li>The ability to work with people as well as work independently as and when required.</li> </ul>
<p><b>The Administrative Liaison of Voices, The School Project is responsible for coordinating the project, where they oversee the conceptualization, implementation and progress of TYPF's peer education programmes in schools. The Administrative Liaison is responsible for all volunteer team coordination and management within the project. You should have a strong interest in empowering young people and adolescents to address issues of mental health and life skills.</b></p>			
<p><b>Administrative Liaison, VOICES – The School Project</b></p>	<p><u>Type</u>: Part Time</p> <p><u>Tenure</u>: 2 years</p> <p><u>Minimum Education</u>: Pursuing</p>	<ul style="list-style-type: none"> <li>Coordinating team feedback, assessment and evaluation with the volunteer manager.</li> <li>Coordinating all documentation and logistics</li> </ul>	<ul style="list-style-type: none"> <li>The candidate should have an understanding and/or strong interest of life skills and mental health concepts among adolescents.</li> <li>Hardworking and takes initiative</li> <li>Comfortable working with large groups of</li> </ul>

	<p>Bachelors' (BA, BS etc.)</p> <p><u>Salary:</u> Monthly Honorarium</p> <p><u>IT Skills:</u> Proficient user of MS Office and the Internet.</p>	<p>for the programme.</p> <ul style="list-style-type: none"> <li>The AL is encouraged to participate in field research, team training and is also eligible to work as a peer educator in the project.</li> <li>Liaising with schools and the Administrative Division at TYPF, coordinating workshops with volunteers.</li> </ul>	<p>participants</p> <ul style="list-style-type: none"> <li>Good written and verbal communication skills</li> <li>Willing to work in high pressure situations</li> </ul>
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**The Butterfly Project: The Butterfly Project works with Human Rights, Film and Literature. The project also hosts *The Bridge*, an independent magazine series run by young people, on issues that they are personally committed to; an Annual National Film Series that encourages amateur and professional filmmakers to share short films on social issues; and works with Digital Storytelling, training young people to create their own digital media stories on issues they are passionate about.**

The Technical Head of The Butterfly Project is part of the core staff of the organization. He/she is responsible for overseeing technical requirements of the Butterfly Project's work with film and literature. You should be willing to oversee technical requirements for the organization as well as have a strong interest in how young people can engage with the social change issues that TYPF works with through the mediums of film and literature. You will be working with volunteers to conceptualize and execute annual targets as per the mandate of the Butterfly Project. Most importantly, you should be passionate about human rights issues and be willing to build their connect through the mediums of the film and literature.

<p><b>Technical Head, The Butterfly Project</b></p>	<p><u>Type:</u> Part Time</p> <p><u>Tenure:</u> 2 years minimum</p> <p><u>Minimum Education:</u> No minimum formal education is required.</p> <p><u>Salary:</u> Monthly Honorarium</p> <p><u>Prior Experience:</u> Preferred but not limited to film and/or photography skills,</p>	<ul style="list-style-type: none"> <li>Overseeing the quality and progress of film-based projects for TYPF and Film/digital stories production during the workshops along with the project head.</li> <li>Conceptualization of media stories/short documentary films with other programme divisions of TYPF.</li> <li>Coordinating and overseeing with project divisions their respective</li> </ul>	<ul style="list-style-type: none"> <li>Hardworking and takes initiative</li> <li>Comfortable working with large groups of participants</li> <li>Good written and verbal communication skills</li> <li>Willing to work in high pressure situations</li> <li>Able to work on short deadlines and flexible hours from time to time.</li> </ul>
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	<p>knowledge of film and literature</p> <p><u>IT Skills:</u> Proficient user of photo and/or video editing software.</p>	<p>video and photo documentation.</p> <ul style="list-style-type: none"> <li>• Maintaining the organization's film archive.</li> <li>• Working with the Project Coordinator and Administrative Liaison on Conceptualizing and Organizing the Annual Butterfly Project Film Series.</li> <li>• Building strategies for online dissemination of videos documentation.</li> <li>• Assisting TYPF programme divisions with online and technical requirements.</li> </ul>	
<p><b><u>The Facilitative Branch: Project 19: Know Your Body, Know Your Rights</u> is a peer education programme focused on training young people over a one-year period to become Peer Facilitators on Life Skills addressing issues of Sexuality, Rights, Gender, Health and HIV/AIDS in their communities. The project develops young people's capacities to advocate for their Sexual, Reproductive, Health and Rights at local, regional and international forums, with a primary focus on addressing the information and services for Comprehensive Sexuality Education. The programme also hosts an annual National Festival that brings together young people from 5 states in India.</b></p>			
<p>The Coordinator of the Facilitative Branch is responsible for overseeing the conceptualization and implementation of the organization's work with young people's Sexual, Reproductive, Health and Rights (SRHR) through the 'Know Your Body, Know Your Rights' peer education programme. You should be willing to share leadership responsibilities with a team and have a strong interest in developing training and fieldwork that engages young people with issues of sexuality, gender, health and rights. The Coordinator oversees the annual plan of the project, through Community Based Peer Education &amp; National/International Advocacy &amp; Capacity Building. The Coordinator monitors the impact and quality of the work that is being developed. He/she develops the key advocacy messages in the programme and works with the organization on regional and international strategies as well as local programming for promoting young people's sexual rights as human rights. Prior field experience working with young people on the issues of sexuality, gender and rights is a must.</p>			
<p><b>Coordinator, The Facilitative Branch</b></p>	<p><u>Type:</u> Full Time</p>	<ul style="list-style-type: none"> <li>• Project development and management.</li> <li>• Liaising with partner organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with advocacy and policies on Sexual, Reproductive, Health and Rights (SRHR).</li> </ul>

	<p><u>Tenure:</u> 2-3 years minimum.</p> <p><u>Prior Experience:</u> A minimum of 1-2 years of work experience with addressing young people's Sexual, Reproductive, Health and Rights.</p> <p><u>Minimum Education:</u> Applicant should be a graduate or have completed their basic education.</p> <p><u>Salary:</u> Commensurate with experience.</p> <p><u>IT Skills:</u> Proficient user of MS Office and the Internet.</p>	<p>and networking within the sector.</p> <ul style="list-style-type: none"> <li>Identifying and examining new project ideas relevant to the work of the organization and branch.</li> <li>Fundraising, especially proposal and grant writing.</li> <li>Working with a team of peer educators on team feedback, assessment and evaluation with the administrative liaison.</li> <li>Overseeing issue based training and skills development.</li> <li>Overseeing data collection and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>Interest and/or experience in adolescent and young people's SRHR.</li> <li>Sufficient knowledge of the needs, policies and laws on SRHR in India.</li> <li>Comfortable working with large groups of participants</li> <li>Excellent written and verbal communication skills</li> <li>Willing to work in high pressure situations</li> <li>Able to work on short deadlines and flexible hours from time to time.</li> </ul>
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**The Project Head of the Facilitative Branch is responsible for overseeing the management, training and development of the peer education team in the programme. You should be willing to conduct and coordinate research, needs assessments, evaluations and attend and assist in designing trainings. The Project Head oversees the publicity campaigns both online and on ground that the project conducts in universities and communities across the NCR and should be willing to confirm/develop partnerships for the workshops conducted. Whilst academic knowledge in the issues is not mandatory, an active passion for and interest in working for young people's sexuality and rights is preferred.**

<p><b>Project Head</b></p>	<p><u>Type:</u> Part Time</p> <p><u>Tenure:</u> 2 years</p> <p><u>Minimum Education:</u> The applicant should have completed schooling. He/she can be a current undergraduate or graduate student as well, although academic qualifications are not</p>	<ul style="list-style-type: none"> <li>Working with the programme coordinator on project development and management.</li> <li>Liaising with partner organizations and networking within the sector.</li> <li>Identifying and examining new project ideas relevant to the work of the organization and branch.</li> <li>Coordinating peer educations work as primary work focus.</li> </ul>	<ul style="list-style-type: none"> <li>Interest and/or experience in adolescent and young people's SRHR.</li> <li>Comfortable working with large groups of participants</li> <li>Excellent written and verbal communication skills</li> <li>Willing to work in high pressure situations</li> <li>Able to work on short deadlines and flexible hours from time to time.</li> </ul>
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	<p>necessary.</p> <p><u>Prior Experience:</u> Minimum one-year experience in the issues of young people's SRHR/related fields.</p> <p><u>Salary:</u> Monthly Honorarium</p> <p><u>IT Skills:</u> Proficient user of MS Office and the Internet.</p>	<ul style="list-style-type: none"> <li>• Keeping track and integrating events, programmes, current issues locally, regionally and globally with peer education work.</li> <li>• Coordinating team feedback, assessment and evaluation with the administrative liaison.</li> <li>• Overseeing project training with the Trainer's Cell Head and Volunteer Manager and branch coordinator.</li> <li>• Working with coordinator on Data collection and Needs Assessments</li> </ul>	
<p><b>The Administrative Liaison (AL) of the Facilitative Branch is responsible for overseeing the conceptualization and implementation of the Know Your Body, Know Your Rights project. The AL's primary role is to align and develop leadership goals with volunteers working in the programme, overseeing team coordination and monitoring and helping peer educators attain project goals. The AL of the programme also works with developing campaign publicity and coordinating the event management and logistical needs of the project, through training, public festivals and workshops/programmes. He/she coordinates and works together with the Coordinator and Project Head of the Facilitative Branch, as one management team.</b></p>			
<p><b>Administrative Liaison, The Facilitative Branch</b></p>	<p><u>Type:</u> Part Time</p> <p><u>Tenure:</u> 2 years</p> <p><u>Minimum Education:</u> The applicant should have completed schooling. He/she can be a current undergraduate or graduate student as well, although academic qualifications are not necessary.</p> <p><u>Prior Experience:</u> Minimum one-year experience in the issues of young</p>	<ul style="list-style-type: none"> <li>• Assisting in project management and team management.</li> <li>• Coordinating all documentation logistics for the project division.</li> <li>• Working with the project coordinator on data collection and collation.</li> <li>• Working on administrative logistics with the Administrative Division for the team.</li> </ul>	<ul style="list-style-type: none"> <li>• The candidate should have an understanding and/or strong interest in young people's sexual, reproductive, health and rights.</li> <li>• Hardworking and takes initiative</li> <li>• Comfortable working with large groups of participants</li> <li>• Good written and verbal communication skills</li> <li>• Willing to work in high pressure situations</li> </ul>

	<p>people's SRHR/related fields.</p> <p><u>Salary</u>: Monthly Honorarium</p> <p><u>IT Skills</u>: Proficient user of MS Office and the Internet.</p>		
<p><b>Silhouette: Enables stronger platforms to showcase young artistes and develops resources to exchange information and raise awareness on promoting, publishing and protecting Independent/Original Music in India. The branch also supports experimental and innovative projects in theatre. Silhouette works both for and with young people with the following objectives:</b></p> <ul style="list-style-type: none"> <li>• <b>Supporting young people's innovations in the performing arts</b></li> <li>• <b>Promoting platforms for independent music and theatre in India</b></li> <li>• <b>Providing young people with technical, legal, creative and collaborative support systems</b></li> <li>• <b>Creating a platform for upcoming young artists to address new audiences, develop their skills, protect and promote their work, and connect with professional resources</b></li> </ul>			
<p>The Project Head of Silhouette is responsible for overseeing the conceptualization and implementation of 'The Open House Series', a performance and dialogue programme being launched in 2010 that explores livelihood sustainability and promoting, protecting and publishing independent music in India. The Project Head specifically oversees concert/performance collaborations throughout the year and ensures that young people have technical/skills development training opportunities by volunteering through the same. The Project Head should be willing to work with coordinating on ground event management, working with vendors and studios and have flexibility with being able to travel across the city and working late hours if required. You should be willing to share leadership responsibilities with a team and have a strong interest in how young people proactively engage with the performing arts. You will be working with volunteers to conceptualize and execute annual targets as per the mandate of Silhouette.</p>			
<p><b>Project Head, Silhouette</b></p>	<p><u>Type</u>: Part Time</p> <p><u>Tenure</u>: 2 years minimum</p> <p><u>Minimum</u>: No academic qualifications are required for this position.</p> <p><u>Prior Experience</u>: Preferred in the arts, relating to event management/engagement with music; production/</p>	<p>Working with the Silhouette staff and volunteers to develop projects that promote, protect and explore original music in India.</p> <ul style="list-style-type: none"> <li>• Coordinating work with the project coordinator.</li> <li>• Working with the project coordinator on data collection and collation.</li> </ul>	<ul style="list-style-type: none"> <li>• Some prior experience in the field and is committed towards supporting and promoting Original music.</li> <li>• Interested in and/or has experience with event management.</li> <li>• Has an interest and/or would like to pursue a career in the field of visual/performing arts/music.</li> <li>• Hard working and takes initiative</li> </ul>

	<p>publishing/promotion and/or knowledge of the arts sector in India necessary.</p> <p><u>Salary</u>: Monthly Honorarium</p> <p><u>IT Skills</u>: Proficient User of MS Office and the Internet.</p>	<ul style="list-style-type: none"> <li>• Coordinate with the Administrative Division to manage events and workshops.</li> <li>• Develop and implement publicity strategies, both online and on-ground.</li> <li>• Develop proposals identify funders and target sponsorships for Silhouette/TYPF along with the volunteers and staff of the organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to learn</li> <li>• Comfortable working with large groups of participants</li> <li>• Excellent verbal communication skills</li> <li>• Strong written skills are preferred.</li> <li>• Willing to work in high-pressure situations and comfortable with the rigors of event management.</li> <li>• Should be willing to travel within the city regularly, communicate with vendors and work on site at short notice.</li> </ul>
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**The Administrative Liaison of the Silhouette is part of the core staff of the organization. As the AL, you should be willing to share leadership responsibilities with a team and have a strong interest in developing work that engages young people with the cause of visual/performing arts and music. You should be willing to oversee volunteer team coordination and management as well as have a strong interest in how young people can access avenues that showcase young artistes and develop resources to exchange information and raise awareness on music education and theatre. In addition, you will be working with volunteers to conceptualize and execute annual targets as per the mandate of Silhouette.**

<p><b>Administrative Liaison, Silhouette</b></p>	<p><u>Type</u>: Part Time</p> <p><u>Tenure</u>: 2 years minimum</p> <p><u>Minimum Education</u>: None required. Clear and demonstrated skill for working with the arts, event management/engagement with music production/ publishing/ promotion and/or knowledge of arts sector in India is necessary.</p> <p><u>Salary</u>: Monthly Honorarium</p> <p><u>IT Skills</u>: Proficient user of MS Office</p>	<p>Working with the Silhouette staff and volunteers to develop projects that promote, protect and explore original music in India.</p> <ul style="list-style-type: none"> <li>• Coordinating team feedback, assessment and evaluation with the volunteer manager.</li> <li>• Coordinating all documentation and logistics for the project division.</li> <li>• Working with the project coordinator on data collection and collation.</li> <li>• Planning, implementing and monitoring the goals of the project.</li> </ul>	<p>Has an avid interest and commitment in supporting and promoting Original music.</p> <ul style="list-style-type: none"> <li>• Interested in and/or has experience with event management.</li> <li>• Has an interest and/or would like to pursue a career in the field of performing arts.</li> <li>• Hard working and takes initiative</li> <li>• Willing to learn</li> <li>• Comfortable working with large groups of participants</li> <li>• Excellent verbal communication skills</li> <li>• Strong written skills are preferred.</li> <li>• Willing to work in high-pressure situations</li> </ul>
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	and the Internet.	<ul style="list-style-type: none"> <li>• Coordinate with the Administrative Branch to manage events as well as workshops.</li> <li>• Develop and implement publicity strategies, both online and on-ground.</li> <li>• Develop proposals, identify funders and target sponsorships for Silhouette/TYPF along with the volunteers and staff of the organization.</li> </ul>	<p>and comfortable with the rig ors of event management.</p> <ul style="list-style-type: none"> <li>• Should be willing to travel within the city regularly, communicate with vendors and work on site at short notice.</li> </ul>
<p><b>Blending Spectrum: Blending Spectrum connects urban young people through a peer-to peer community interaction with street and slum children, with the aim of increasing sensitivity between street and slum children and the urban youth. Blending Spectrum provides healthcare and non-formal education (including Life Skills Based Education), facilitating the potential of children with limited access to opportunities.</b></p>			
<p>The Location Head at the Nizamuddin Basti is responsible for coordinating one part of Blending Spectrum’s programme for street and slum children on Life Skills and Formal Education at the Nizamuddin Basti in South Delhi. The programme works entirely in Hindi (knowledge of Bengali is a plus) and the Location Head is responsible for managing and overseeing the curriculum implementation, training a team of peer educators whilst working as part of the Blending Spectrum Management Team, a team of 5-6 young people who coordinate the programme. The Basti currently supports 40 children through classes. In addition to managing a location, you should have a strong interest in how young people can work with building the potential of children with limited access to opportunities. As the project works with children, a prior knowledge of child rights or empowering urban slum children is necessary.</p>			
<p><b>Location Head, Nizamuddin Basti</b></p>	<p><u>Type:</u> Part Time</p> <p><u>Tenure:</u> 2 years</p> <p><u>Prior Experience:</u> Preferred field experience working with child rights and street and/or slum children on issues of life skills and empowerment.</p> <p><u>Minimum Education:</u> No academic qualifications are required for this</p>	<ul style="list-style-type: none"> <li>• Part of the core project management team.</li> <li>• Overseeing and coordinating volunteer visits to the Nizamuddin Basti.</li> </ul> <p>This would include:</p> <ul style="list-style-type: none"> <li>• Working regularly on life skills lesson plans and their implementation, monitoring the progress of the children.</li> <li>• Oversee and carry out periodic needs assessments with all the stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Has a keen interest in child rights issues and/or is looking to pursue a career in the field.</li> <li>• Willing to learn on the job.</li> <li>• Comfortable working with large groups of children.</li> <li>• Has the patience and energy to work with the children on location.</li> <li>• Excellent written and verbal communication skills</li> <li>• Willing to work in high-pressure</li> </ul>

	<p>position. The applicant however, may not be able to manage the position if he/</p> <p><u>Salary:</u> Monthly Honorarium</p> <p><u>IT Skills:</u> Proficient user of MS Office and the Internet.</p>	<p>(children and parents) on location.</p> <ul style="list-style-type: none"> <li>• Working with the volunteer manager to develop accurate volunteer profiles for people working on location.</li> <li>• Coordinating team feedback, assessment and evaluation with the volunteer manager.</li> <li>• Working with the Trainer's Cell Head on team skills development and training and monitoring the same through the year.</li> <li>• Coordinating logistical/material requirements for location with the administrative co-coordinator.</li> <li>• Overseeing expenses and finances of the location.</li> <li>• Maintaining an up-to-date record of documentation on location.</li> </ul>	<p>situations.</p>
<p><b>The Healthcare Coordinator works at the Nizamuddin Basti for Blending Spectrum. The Coordinator will be developing a first draft of a health and hygiene awareness programme that Blending Spectrum is in the nascent stages of designing for the Nizamuddin Basti. The programme is targeted at both families and children living in the urban slum area where the project works. You must have a strong interest in conducting research and needs assessments as well as developing institutional knowledge and partnerships relating to community health programmes in the NCR. You should be willing to work with volunteers to conceptualize and execute annual targets as per the mandate of the programme. A prior knowledge in child rights issues is not mandatory, however strong knowledge of basic health and hygiene awareness is definitely required.</b></p>			
<p><b>Healthcare Coordinator, Nizamuddin Basti</b></p>	<p><u>Type:</u> Part Time</p> <p><u>Tenure:</u> 2 years</p>	<ul style="list-style-type: none"> <li>• Project development of Health Awareness and Hygiene for both locations of the project - Sarai and the Nizamuddin Basti</li> <li>• Manage and coordinate doctoral visits to the Nizamuddin Basti along with the location head.</li> </ul>	<ul style="list-style-type: none"> <li>• Has a keen interest in child rights and health issues and/or is looking to pursue a career in the field.</li> <li>• Willing to learn on the job.</li> <li>• Comfortable working with large groups of children.</li> <li>• Has the patience and energy to work with the</li> </ul>

	<p><u>Prior Experience:</u></p> <p>With child rights and experience in the health sector preferred.</p> <p><u>Minimum Education:</u> Pursuing Bachelors' (BA, BS etc.) or MBBS</p> <p><u>Language Requirements:</u></p> <p>Fluency in Hindi</p> <p><u>Salary:</u> Monthly Honorarium</p> <p><u>IT Skills:</u> Proficient user of MS Office and the Internet</p>	<ul style="list-style-type: none"> <li>• Conducting regular needs assessments with children and parents.</li> <li>• Research sustainable health and awareness systems and build a long-term strategy of implementation for the organization.</li> <li>• Mapping the progress with stakeholders.</li> <li>• Ensure the implementation of a sustainable health awareness system.</li> <li>• Assisting with organizational fundraising</li> <li>• Liaising with partner organisations and networking within the sector.</li> </ul>	<p>children on location.</p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Willing to work in high-pressure situations.</li> <li>• Willing to work with the organization to build the portfolio in a sustainable and comprehensive manner.</li> </ul>
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**The Right to Information Branch develops young people's engagement with legislative research, increases awareness on laws in India and their application to our daily lives. 'What Does Your Vote Want?' is a non political, non partisan project both initiated and run by young people in 2008 that aims at sensitizing young voters, by giving them relevant and necessary information regarding the Indian Electoral System. The project also trains young people on using The RTI Act effectively in India and works in partnership with organizations in the civil society sector.**

The Coordinator of the Right To Information Branch oversees the conceptualization and implementation of the organization's work with governance, active citizenship, legal reform and the right to information act. As the coordinator, you should be comfortable with sharing leadership responsibilities with a team and have a strong interest in how young people can proactively engage with issues of governance and accountability. The Coordinator is

responsible for inducting and training a team of peer educators to conduct public training programmes and RTI workshops with young people across the NCR, along with overseeing project partnerships and developing an effective strategy to promote governance and increase young people's work with proactive disclosure, under The RTI Act. Whilst a legal background is not mandatory, active knowledge of and interest in the law is required.

<p><b>Coordinator, The RTI Branch</b></p>	<p><u>Type</u>: Part Time</p> <p><u>Tenure</u>: 2 years minimum</p> <p><u>Minimum Education</u>: Applicant should have completed schooling and have a minimum of 1 year's volunteer/work experience.</p> <p><u>Prior Experience</u>: Preferred in advocacy and awareness of the Right to Information Act, good governance and accountability. Field experience ideal.</p> <p><u>Salary</u>: Monthly Honorarium</p> <p><u>Language Requirements</u>: Proficient in Hindi and English (regional languages an added plus). Please note that proficiency in Hindi is mandatory, both written and oral.</p> <p><u>IT Skills</u>: Proficient user of MS Office and the Internet.</p>	<ul style="list-style-type: none"> <li>• Project development and management.</li> <li>• Liaising with partner organizations and networking within the sector.</li> <li>• Identifying and examining new project ideas relevant to the work of the organization and branch.</li> <li>• Fundraising</li> <li>• Coordinating team feedback, assessment and evaluation with the administrative liaison.</li> <li>• Overseeing and implementing project training with the Trainer's Cell Head and Volunteer Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior knowledge or work with the RTI Act</li> <li>• Excellent general knowledge of governance systems of the country.</li> <li>• Strong interest in the field of good governance and accountability. Comfortable working with large groups of participants</li> <li>• Excellent written and verbal communication skills</li> <li>• Willing to work in high-pressure situations Leadership qualities to positively influence others to achieve results that are in the best interest of the organization.</li> <li>• The ability to work with people as well as work independently as and when required.</li> </ul>
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**The Administrative Liaison of the Right To Information Branch is part of the core staff of the organization. You are responsible for overseeing the conceptualization and implementation of the RTI branch's work with governance, active citizenship, legal reform and**

**the RTI act, in coordination with the Coordinator of the RTI Branch. As the AL you will oversee team coordination and management with the peer educators in the project and the Volunteer Management System of TYPF. The AL will also be responsible for overseeing event management and designing and executing publicity systems, coordinating partnerships work with the Coordinator as well. The person applying should be comfortable with travelling across the city and be interested in issues of governance. The AL ensures that volunteers conceptualize and execute annual targets as per the mandate of the RTI branch. Whilst a legal background is not mandatory, active knowledge of and interest in the law is preferred.**

<p><b>Administrative Liaison, The RTI Branch</b></p>	<p><u>Type:</u> Part Time</p> <p><u>Tenure:</u> 2 years minimum</p> <p><u>Minimum Education:</u> Applicant should have completed schooling and have a minimum of 1 year's volunteer/work experience.</p> <p><u>Prior Experience:</u> Preferred interest good governance and accountability. Field experience ideal.</p> <p><u>Salary:</u> Monthly Honorarium</p> <p><u>Language Requirements:</u> Proficient in Hindi and English. Please note that proficiency in Hindi is mandatory, both written and oral.</p> <p><u>IT Skills:</u> Proficient user of MS Office and the Internet.</p>	<ul style="list-style-type: none"> <li>• Coordinating team feedback, assessment and evaluation with the volunteer manager. Coordinating all documentation logistics for the project division.</li> <li>• Administrative Logistics</li> <li>• Feedback and Evaluation with the Project Head</li> <li>• Planning and implementation with Project Head</li> <li>• Working with teams and overseeing the growth and development of skills in volunteers, through fieldwork, training and project management.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated interest in public policy, governance issues and the law.</li> <li>• Hard working and takes initiative</li> <li>• Willing to learn</li> <li>• Comfortable working with large groups of young people.</li> <li>• Excellent written and verbal communication skills</li> <li>• Willing to work in high pressure situations</li> <li>• Interest in volunteer management, team management and developing skills with volunteers</li> </ul>
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For any questions, clarifications and confusions, please don't hesitate to contact us at +91 11 46792244/ [jobs@theypfoundation.org](mailto:jobs@theypfoundation.org).