

### About Organisation:

Saajha, a non-profit organisation, is missioned to enable parents of children studying in government schools to be partners in their Child's education. Supporting parents at home so that children learn better is our key focus. Saajha is currently working across 1300 schools in Delhi and Maharashtra. Saajha's work has been recognised by Echoing Green Fellowship, Forbes India award, NASSCOM award for technology and Action for India Tech Challenge.

Since last year, with the pandemic and lockdown in place, parents now have to play an even more challenging role to support children's learning at home when schools are shut and the entire paradigm shift has changed how learning is happening at homes. In such a scenario, it's even more important to support parents and build their capacities to support their child's learning. As we've seen in the last 5 years in Delhi parents, when supported well, can play a pivotal role in the child's overall development and learning at home. The role entails managing every aspect of the employment process, conducting learning activities and keeping up to date with any laws that may affect the company and its employees.

### About Job Role:

We are looking for a highly motivated, energetic and cause-driven candidate to oversee all aspects of office administration practices and processes. This is a role where the candidate is expected to work on a Full Time/ Full Day basis.

### Job Responsibilities:

1. Managing and supporting office requirements by being physically present during office hours;
2. This role entails some local travelling for office related work, therefore, being physically fit and being willing to travel is expected;
3. Provide support to other teams/ functions in terms of day to day Admin related requirements;
4. Able to communicate clearly, efficiently and respectfully with the team.

**Job Requirement:**

1. Can be Fresher or with some experience;
2. Have working knowledge of operating computers e.g. usage of Word, Excel etc;
3. Have strong communication skills;
4. Have a proactive and positive approach towards work;
5. Will be able to deal with honesty and integrity with all stakeholders.

**Selection Process:**

1. Please submit your resume, with a cover letter and 2 references [here](#)
2. Once shortlisted there will a Telephonic Interview; and
3. There will be a Personal Interview [afcareers@saajha.org](mailto:afcareers@saajha.org)ter that (if required).

**Remuneration:**

- The salary will be Rs.15,000 per month for this role.

send your CV and cover letter [here](#)