

About Organisation:

Saajha, a non-profit organisation, is missioned to enable parents of children studying in government schools to be partners in their children's education. We are building an ecosystem for parents to feel connected and supported in their efforts to impact the lives of children and drive transformative change. Saajha's work has been recognised by Echoing Green Fellowship, Forbes India award, NASSCOM award for Technology and Action for India Tech Challenge.

About the role:

We are looking for a highly motivated, self-driven and hard-working individual to support our WhatsApp based intervention program in Delhi. The role will entail working closely with the Manager-Programs.

Job Responsibilities:

- Understanding use cases for WhatsApp Bot and how end users interact with technology.
- Use in-house technology tools & interfaces to send content to end users on WhatsApp.
- Support end users by responding to their queries using WhatsApp helpdesk.
- Data management by collecting, organizing, and storing data in a way that is efficient & secure. Gathering insights from data on regular basis.
- Make onsite visits to understand roll out of WhatsApp interventions. Document processes undertaken and learnings from the field.
- Assist in report writing, minuting & process documentation.

Qualification & Eligibility Criteria:

- Graduate in social work, education, and other social sciences field with good proven academic record.
- Minimum 1 years of post-qualification experience in the development sector, preferably in education.
- Computer literate and conversant with MS Office and its application, internet, email.

Essentials:

- Knowledge of Delhi government's educational schemes & policies, foundational literacy & numeracy & relevance of parent's involvement in child's life.
- Strong problem-solving and strategic thinking skills, ability to analyse qualitative and quantitative data.
- Ability to communicate complex ideas in a meaningful way, excellent writing, and presentation skills.

Desirables:

- Team player with ability to manage work; strong planning and organisational skills with high attention to detail, accuracy, and deadline.
- Openness to experiment and innovate with technology.
- Self-driven, able to take on work independently with an entrepreneurial spirit.
- Strong interpersonal skill with ability to build relationships.
- Resilience in the face of setbacks/bottlenecks.

Why should you apply:

- This will be a good opportunity to understand and learn tech-enabled interventions to create social impact.
- This will also be an opportunity to work closely with the leadership team at Saajha.

Selection Process:

- Submit your resume, cover letter and 2 references [here](#)
- Telephonic Interview
- Assignment
- Personal Interview

Remuneration:

- The salary will be in the range of Rs 30000-35000 per month (negotiable for highly skilled candidate).