

Want to be a part of one of the leading NGOs in the country?

We are hiring

Human Welfare Foundation is a Delhi based national level NGO working for socio-economic development of weaker sections of the society focusing on Education, Healthcare, Social Welfare, Community Development, Economic Empowerment, Orphan Care, Disaster Relief, Women Empowerment etc.

Apply Now!

Send your CVs to
jobs@hwfindia.org
on or before: 10-09-20

1. HR Executive

Qualification: MBA in HR with 5 years of experience in relevant field.

Responsibilities:

- ◆ Implementation of performance review procedures.
- ◆ Implementation of effective sourcing, screening and interviewing.
- ◆ Training needs and coordinate learning and development initiatives for all employees.
- ◆ Manage employees' grievances.
- ◆ Review current HR technology and recommend more effective software.
- ◆ Measure employee retention and turnover rates.
- ◆ Oversee daily operations of the HR department.

2. Program Head

Qualification: Masters in Social Work. Minimum of 3-4 years of relevant work experience in social project management is required.

Responsibilities:

Program head will be responsible for managing Nagrik Vikas Kendra (NVK). NVK works as a bridging agency between the underprivileged and government bodies to reap the benefit of welfare schemes of central and state government.

3. Legal officer

Qualification: LLB/BA LLB with 5 year experience in relevant field.

Responsibilities:

- ◆ To advise the Trust and CEO on changes to the laws affecting the Public Trust.
- ◆ Oversee lawsuits.
- ◆ To ensure the Trust fills out and submits all its legal paperwork.

4. Software Support Engineer

Qualification: BSc. CS/IT/BCA or any degree having proficient knowledge in computer applications. Minimum two years of experience in Support Software Application.

Responsibilities:

- ◆ To provide technical IT support to staff.
- ◆ To assist with software design and development team/agency.
- ◆ To create technical documents and manuals.
- ◆ Web administration of organisational websites.

5. Assistant for Foreign Relations

Qualification: Graduate with relevant experience. Typing, translation and drafting of letters in Arabic & English.

Responsibilities:

- ◆ Agreements, proposals & projects writing of various social programs.
- ◆ Report compilation and submission.
- ◆ Correspondence and follow up.
- ◆ Translation the required documents (Arabic & English).

6. Sr. Accountant

Qualification: Commerce graduate with minimum 03 year experience preferably in non-profit organization with sound knowledge in maintenance of books of account up to finalization, taxation and auditing.

Responsibilities:

- ◆ Check the validity of supporting documents (budgetary provision, approval, legal compliance etc.)
- ◆ Bank payment vouchers entry in Tally software and prepare cheques.
- ◆ Communication with staff, donors & vendors for settlement of advances, receipts & payments.
- ◆ Obtaining & collecting vouchers from staff related to (travel, seasonal projects, and other projects) pass journal entries in Tally.
- ◆ Preparation of quarterly TDS return and disseminate form 16 and 16A.
- ◆ Preparation of payroll and disseminate salary slip to all staff.
- ◆ Collecting and maintaining donor's data base (address, mail, phone, PAN etc.) in CRM from mail and phone communication etc.
- ◆ Keeping accounts related records such as all (cheque books, receipts books, payment vouchers, registers, donor communication files, coordinators files, PDC etc.)
- ◆ Follow-up for realisation of funds against returned cheque and post-dated cheques.
- ◆ Follow up with coordinators and collections centre for receipt book.
- ◆ Preparation of accounts statement on monthly basis and report to Manager Finance.
- ◆ Dealing with banks (for new bank accounts, sig. updating, net banking, KYC etc.)
- ◆ Bank reconciliation on weekly basis.
- ◆ Maintain all accounting records up to 8 previous years.
- ◆ Assist in report preparation and replying Income Tax notices.
- ◆ Assist in filing of annual Income Tax return and follow-up of hearing.
- ◆ Assist in Internal Audit.
- ◆ Assist in entering sites data in Tally software.
- ◆ Other duties assigned by higher authority.

7. Coordinator–Healthcare Project

Qualification: MSW/Graduate with 3 years of relevant experience.

Responsibilities:

- ◆ To manage running healthcare projects and programs.
- ◆ To manage awareness programs, medical checkup camps, blood donation camps especially in rural areas.
- ◆ Documentation of new projects and programs.
- ◆ To prepare monthly reports of running projects and programs.
- ◆ To prepare new proposal.
- ◆ To collaborate with other departments and agencies.

8. Media Coordinator

Qualification: Graduate with minimum 03 year experience with excellent communication skills in English.

Responsibilities:

- ◆ Identify press opportunities through evolving issues.
- ◆ Develop content for broadcast, print and online distribution channels.
- ◆ Negotiate with media channels to close competitive deals.
- ◆ Serve as the organization’s media liaison and formal spokesperson.
- ◆ Facilitate press conferences and briefing.
- ◆ Monitor all campaigns, and report on result.
- ◆ Create and manage the organization’s social media profile and presence.
- ◆ Build long-term relationships with media houses.

9. Coordinator–Career Guidance

Qualification: Graduate with 3 year relevant experience.

Responsibilities:

- ◆ To provide career related guidance information and assessment to students, assessing student needs and goals through surveys and career interest profiler software.
- ◆ To assist students to explore education and career options and develop longitudinal action plan to support student long-range goals.
- ◆ To assist students in maintaining personal electronic career files.
- ◆ To assist students in gathering information from a variety of sources to permit them to explore potential careers, or to help them make career-related decisions.
- ◆ To provide support for Career Technical Education internships, academic internships, job shadowing opportunities and job placement programs.
- ◆ To develop and implement publicity and promotional information regarding career center services and programs such as college and vocational speakers, career days etc.
- ◆ Schedule and maintain master calendar of career center events and activities; prepare for and conduct career and job-related workshops.
- ◆ To prepare and make public presentations relating to career center services.
- ◆ To perform related duties consistent with the scope and intent of the position.
- ◆ Proficiency in social media management.

10. R&D Associate

Qualification: PHD in Social Work or any other relevant field.

Responsibilities:

- ◆ Support different departments in the organization like education, health, and community development with relevant research, literature, and content creation.
- ◆ Social auditing and impact analysis of various projects done by the organization.
- ◆ Research and development of innovative and practical social empowerment programs and projects.
- ◆ Producing scholarly papers, articles, studies based on the organization's engagement in social sector.
- ◆ Train departments on documentation and reporting.
- ◆ Help organization design and execute effective strategies for staff upskilling and training.

Prerequisites:

- ◆ A high degree of conceptual and analytical skills.
- ◆ Profound knowledge and practice of qualitative and quantitative research methods and techniques.
- ◆ Experience in academic writing.
- ◆ Passion to work with vulnerable communities across the country.
- ◆ Good written as well as verbal communication skills.
- ◆ Ability and maturity to interact with senior authorities.
- ◆ Willingness to work in office time & ready to travel.
- ◆ Strong desire to learn about and support organizational mission and vision.
- ◆ Strong organizational and leadership skills.
- ◆ Self-starter: ability to initiate, work independently and meet deadlines.

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