

Job Title: Deputy Manager, Child Rights Fellowship

Location: New Delhi

Experience (in years): 3 - 5 years

Nature of work: Full Time

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices. Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded a Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigor, interdisciplinary pedagogy, world-class faculty, academic research, innovative models of engagement with the community and teaching methods. For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

About Child Rights Fellowship:

The Child Rights Fellowship is a strategic collaboration between Ashoka University and Delhi Commission for Protection of Child Rights (DCPCR), Government of NCT of Delhi to engage young professionals in transforming the lives of children in Delhi.

It aims to strengthen child welfare in Delhi via governance transformations and to provide fellows with a platform to work on reforms, policy implementation and government stakeholder engagement.

The Fellowship was launched in 2020 and within 2 years, the fellowship has made a landmark achievement by launching 10+ projects across 3 focus areas, Education, Health and Juvenile Justice.

Following are some of the flagship projects highlighted in the media: (1) [The Early Warning System: Curbing drop-out rates in Delhi Govt. schools](#); (2) [Child Well Being Helpline](#); (3) [Rehabilitating child beggars](#); (4) [Disability Handbook & Website](#); (5) [Reading Campaign](#)

The fellows get an opportunity to innovate interventions and leverage data to strengthen child welfare initiatives and resolve implementation bottle-necks. They work on-field in the assigned focus area for 1 year while receiving training, mentorship and support for professional development from government officers and the programme team at CRF.

Role and Responsibilities:

The role will be part of the core Program Management Unit (PMU) for the CRF program. This is a core government consultancy role in the social/development sphere of impact, focused on Child Rights. The candidate will be expected to lead projects end-to-end.

This would include:

- Conduct initial on-ground research to understand the problem statement, problem-solving, and designing effective solutions;
- Design work module and detailed guidelines for work to be undertaken by Fellows based on initial on-ground research and close collaboration with DCPCR and other relevant government stakeholders for the workpiece;
- Guide Fellows' work in the NCT of Delhi as per work module creation, and supporting them in executing and managing on ground stakeholders;
- Ensure high-quality outputs for the program;
- Evaluate and analyze Fellow submissions, and provide feedback and capacity building as and when required;
- Take the lead on synthesizing recommendations and best practices in close collaboration with the Fellows based on the work done;
- Manage ongoing stakeholder interaction with relevant government departments to facilitate the implementation of recommendations;
- Create implementation and monitoring & evaluation plans for your respective workpieces;
- Ongoing documentation of program best practices and work piece led by self;
- Manage administrative and operations responsibilities for the program, including logistics and planning for events.

Eligibility and Education Qualification:

- Minimum 3 years of experience in project management/consulting
- Bachelor's degree is mandatory.
- Master's degree in management/public policy/social work/public administration will be preferred.

Preferred Experience & Competencies:

The ideal candidate must exhibit excellent project management, people management and stakeholder engagement skills.

Following are a few specific requirements:

- Familiarity with non-profit/NGO environments and experience working with the government preferred. Knowledge of Ashoka University's unique culture would also be an asset.
- Strong problem-solving skills, organizational skills, attention to detail and the ability to manage a variety of tasks simultaneously
- Strong interpersonal skills
- Excellent oral and written communication skills in both English and Hindi
- Demonstrated ability to review and prioritize work independently and effectively, and use appropriate resources and creativity to resolve issues
- Ability to maintain a calm and positive attitude and to work productively despite heavy workload, competing priorities, complex problems, and tight deadlines
- Ability to handle sensitive and confidential situations/information with discretion

Application Submission Process:

Please submit an updated CV at connect.hr@ashoka.edu.in, with the subject line : <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period. Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the organization's overall salary structure.