

CENTRE FOR YOUTH DEVELOPMENT AND ACTIVITIES (CYDA)

Position – Admin & Procurement.

No of vacancy – 01

Location – Pune

Role Responsibility:

- Preparing the Procurement Documents.
- Managing office supplies and ordering new supplies as needed
- Hiring maintenance vendors to repair or replace damaged office equipment.
- Arrange travel and accommodations for the staff and guests.
- Maintain Attendance of staff.
- Maintain leave records of staff.
- Maintain registers that are required – Asset Register, Inward- outward registers, Movement, etc. with softcopy.
- Ensure the assets handover forms are filled.
- Develop and maintain positive relationships with suppliers to ensure reliable and timely deliveries.
- Address any performance issues with suppliers and take corrective actions as necessary.

Requirements:

- Bachelor's degree in any field or -
- Proven experience in procurement or purchasing roles, with an understanding of procurement principles and practices.
- Strong negotiation and communication skills.
- Analytical and problem-solving abilities.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team..
- **Fresher's can be encouraged to apply.**

The last Date for Application is 30-10-2023 Kindly Share your resume on

jobs.cyda@gmail.com

We are Hiring,

Position: Manager - Youth Development Project

Reporting line: Executive Director

Place of Posting: Pune

A. QUALIFICATION: REQUIRED SKILLS

- Master's degree in Education/Social Work/ Sociology/ Political Science/ Public Administration from a recognized Institution / University
- In-depth knowledge and understanding regarding youth and emerging issues and trends
- Experience in the Development sector
- Professional knowledge of the English language with strong oral and written communication and presentation skills
- Good knowledge of community-based organization
- Knowledge of the local language Marathi is compulsory and additional knowledge of Hindi and English is advantageous.
- Association with the youth development sector/organizations/institutions

B. POST QUALIFICATION WORK EXPERIENCE:

- The Applicant should have a minimum of 5-7 years of full-time work experience in the field of Development Sector/ projects related to youth Development/ association with movements and activities related to youth or development sector. Applicants having adequate work experience on Youth Promotion Development Programmes will be preferred

C. Remuneration/ Compensation: Gross Remuneration

D. DURATION OF ENGAGEMENT:

1 Year and renewable subject to Satisfactory Performance

E. SCOPE OF SERVICES:

- Engage with community organizations, schools, colleges, universities, parents, and other stakeholders to promote and enhance the project
- Represent the organization at local, regional, or national events/seminars/conference
- Identify funding opportunities and assist in grant writing
- Responsible for the overall technical guidance for implementation of the project, as defined in the work plan to be elaborated during the inception phase
- Participate in the selection, supervision and evaluation of the project staff
- Support the planning, coordination and provision of assistance to implementing staff and beneficiaries
- Elaborate a detailed project implementation work plan in cooperation with the relevant stakeholders during the inception phase
- Elaborate and provide guidance for the set-up of a project monitoring system that records and provides up-to-date information on the implementation of the project activities and the fulfilment of

performance indicators, in order to support the project management in its day-to-day work and to provide the feedback required for the mid-term and final evaluation of the project

- Provide guidance to the project staff and input for the timely preparation of an Inception Report, Progress Reports and Final Report
- Support the establishment of effective collaboration between the different stakeholders involved
- Plan, design, and elaborate workshops in support of the project activities, including their Programmes and provision of recommendations on key expertise needed for the specific Youth Development, Issues, and Movement.
- Support the preparation of a baseline survey for evaluation purposes, based on the criteria and indicators defined in the project monitoring system
- Develop and implement monitoring and evaluation tools.
- Collection of relevant data, Documentation of physical (Qualitative & Quantitative) progress of project
- Promote project activities through various channels, including social media, website updates, and community presentations.
- Coordinate with the communications department to publicize success stories and key milestones.
- Ensure that all project activities comply with organizational policies and procedures.
- Organize youth movements frequently related to youth problems and needs.
- Represent the organization at the national level for policy formation and change related to youth development.
- Create a strong pool of energetic youths.
- Organize different programs for the youth and work for their skill development.

F. DESIRED SKILLS:

- Good communication and public speaking skills
- Good analytic and report-writing skills
- Working Knowledge of Computers in MS Office.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing, and Reading English Hindi and Marathi is compulsory.
- Capacity to work in a multitasking environment.

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We are Hiring

Civil Engineer (WASH)

Positions: 01

(For WASH in School Projects)

Centre for Youth Development and Activities (CYDA) is a voluntary organization registered under Society Registration Act 1860 in the year 1999. CYDA works with young people between 13 years to 29 years to empower them and them in turn contribute towards improve the lives of marginalized in society, especially adopting a rights-based approach. The underlying premise on which CYDA works in the belief that 'youth' are a potential force, who if mobilized and channelized in the right manner and invested in, could serve as agents of social change and transformation.

We are looking for dedicated Civil Engineers to join our organization and take over the responsibilities related to Water, Sanitation & Hygiene (WASH) projects.

WASH Engineer (01 Position)

The WASH Engineer will lead and ensure capacity building, implementation, and quality control of: survey, design, drawing, cost estimates, construction and operation of accessible WASH infrastructure improvement works.

Job Descriptions:

- Develop and implement survey and provide follow up and mentoring for quality monitoring of survey, technical design and BOQ, and construction for inclusive WASH infrastructure
- Develop the detailed project reports (DPRs), detailed designs and BOQ for inclusive WASH infrastructure, ensure their timely construction with quality and within estimated budget, establish operation and maintenance protocols, and ensure functioning of all systems. WASH infrastructure survey, design, budget estimation and construction must ensure:
 - Quality/accuracy of survey, design, estimation and drawings.
 - Quality of works at sites are as per the drawings and the Engineering Norms & Standards.
- Any other engineering works required to achieve expected inclusive outcomes as assigned by Line Manager.

Education Qualification/Required Skills & Experience:

- Bachelor in Civil Engineering with minimum 3-4 years' experience in survey, design, estimation, drawing and construction of building and WASH/SLWM projects.
- Experience in projects monitoring implemented by communities and local government will be given priority.
- Experience in Civil Engineering Design Software(2D&3D) software and its application in WASH activities will be added value.
- Experience working in an NGO setting will be an added advantage
- Willingness and ability to travel frequently to project sites.
- Good planning and organizational and interpersonal skills
- Good communication/team work skill.
- Ability to work under pressure and within the tight timeframe

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