

JOB DESCRIPTION	
Position Title	Coordinator – Admin & HR
Department/ Function	HR & Administration
Band	Coordinator
Location	Pune
Travel	Upto 20%
Direct Reporting to	Head – HR, Admin & Legal
Reportees	-

About: Miracle Foundation India

For the past 10 years, **Miracle Foundation** India has improved the lives of more than 15,000 children and impacted nearly 300 Child Care Institutions. Today, we are an industry leader in family-based care, helping to reunite children with families, and working at the local level to keep children from ever entering the childcare system in the first place.

We utilize the power of data to create real, sustainable change. Our proven Thrive Scale™ methodology is based on the UN Rights of the Child and allows us to systematically measure and improve all aspects of a child's well-being, both in an institutional setting and as they transition to a family.

In order to achieve this, we have two goals:

1. Prevent children from entering the system in the first place.

Every day around the world, social workers, caregivers and government officials make decisions that impact millions of vulnerable children. Along with UNICEF and other partners, we provide highly specialized training and educational resources for these “boots on the ground” workers in the childcare ecosystem.

Through this collaboration, Miracle Foundation India has trained 2300+ government officials and caregivers and activated community and youth led initiatives. All of this outreach works to identify and support at-risk children and vulnerable families long before formal interventions become a necessity. This is the future. This is how we break the cycle.

2. Transition children from childcare institutions into families.

After years of supporting children in childcare institutions, we now focus on helping children transition to family-based care. To facilitate this, we've adapted our Thrive Scale™ to measure and activate a child's rights after they return home. Part of this work also involves encouraging childcare institutions to buy-in on the concept of family reunification.

Miracle Foundation India is a Section 25 NGO which is responsible for executing all programs in India and is a part of the Miracle Foundation global organization which is registered in the US as a 501(c)(3) non-profit.

Organization Chart

Head – HR, Admin & Legal



Coordinator – Admin & HR

Key Purpose of the Role

- The position is responsible for managing the administration, procurement and IT function, support in HR Functions at the assigned Miracle Foundation India Office.
- The position is also responsible for supporting in the preparation and adherence to administration, procurement & IT budget

Key Roles & Responsibilities

Administrative Operations

- Monitor and control expense according to allotted budgets
- Ensure the adherence to the systems, processes and guidelines at all point of time
- Provide administrative support to regional staff as well as Miracle project-based staff whenever required.
- Ensure that an optimum supply of stock for all supplies including stationery, pantry and office supplies is maintained
- Manage staff 's leaves under the Miracle project based regional offices and maintain attendance and staff movements
- Obtain regular feedback from internal team members regarding administrative services rendered and make improvement based on the feedback received
- Manage any other Miracle project-based calendar that comes along
- Manage and maintain office asset record and do physical verifications of assets time to time

Procurement & Vendor Management

- Procure any new asset requirements timely (laptops etc.)
- Fill out procurement documents such as PR, Comparison notes, PO & GRN and maintain close relationship with internal & external stakeholders to ensuring smooth procurement operations
- Ensure ordered services and goods are provided satisfactorily as per the specifications and within timelines
- Coordinate with the Finance & Accounts team for timely payment to vendors
- Conduct diligent vendor assessments and discover profitable vendors and initiate business and organization partnerships for the procurement of materials and services
- Effective vendor management for various administrative activities including office requirements, security, housekeeping, canteen, travel and annual maintenance, etc.
- Prepare, maintain and update category wise vendor classification, vendor performance report and vendor compliance report

Travel & Logistics Support

- Manage travel bookings for the Miracle project-based staff with tickets, hotels and travel insurance
- Ensure logistics support is provided for the Miracle project-based to different regions. and for staff traveling to office from other zones
- Provide event management support and logistics support for events / meeting / conference as per specific requirement, get requisite approval, and process the payment for the same.

Information Technology

- Coordinate with IT vendor to ensure that all IT issues are resolved at the earliest
- Ensure that IT service vendor is contracted for the annual maintenance within the appropriate assessments.
- Monitor broadband connectivity and coordinate with the internet vendor as and when needed
- Manage Zoom accounts, arrange for Zoom links requests for virtual meetings/trainings/webinars and resolve queries related to the same

HR Support

- Providing support in HR Documentation (Letters, Contracts, Printings etc.)
- Extending support to HR Coordinator and Sr. Manager HR in planning and organising employee engagement activities
- Assisting HR team to plan staff capacity building trainings and workshops.
- Providing support to Head – HR, Admin & Legal and Coordinator - HR in scheduling and arranging interviews in the regional office
- Providing support in completing exit formalities of the regional staff

Miscellaneous

- Maintain compliance with all relevant regulatory requirements and quality standards
- Prepare MIS reports and ensure their timely submission to the Management
- Maintain accurate documentation for operational procedures and activities.
- Coordinating with finance department for medical insurance of staff and facilitating staff in settling the insurance claims
- Any other task assigned by Head – HR, Admin & Legal and India Country Head

Internal Relationships

Role – Department	Frequency of Interaction	Purpose of the Interaction
-------------------	--------------------------	----------------------------

Finance & Accounts	Weekly/ Monthly	- Billings, audit, payments, any other support etc.
Miracle Foundation India Staff	Weekly/ Monthly	- Administrative Support, Travel Management, Leave Consolidation, Zoom links, any other support
External Relationships		
Role – Department	Frequency of Interaction	Purpose of the Interaction
Travel Agent	As needed	- For travel bookings, billings, coordination
IT / Internet Vendors	As needed	- For any IT support, contract, billings, procurement, system evaluation & feedback
Education & Experience Required		
Education		Experience
<ul style="list-style-type: none"> o Graduation in any field 		<ul style="list-style-type: none"> o 4+ years of relevant work experience in similar organisational/functional context
Preferred Skills		
<ul style="list-style-type: none"> o Ability to organise, plan, and prioritise work o Learning orientation o Effective problem-solving and decision-making o Excellent communication and interpersonal skills o Effective coordination skills o Respect for the core values of Miracle Foundation India and high level of empathy towards the project participants and the children we serve o Capable to think innovatively and creatively to accomplish organisation objectives 		
Child Safeguarding Policy		
<p>Any employee, consultant, contractor or the supplier undertaking an activity on behalf of Miracle Foundation must sign and comply with the Miracle Foundation's Child Safeguarding Policy which is a statement of Miracle Foundation's commitment to preventing abuse and protecting children with whom it comes into contact.</p> <p>This extends not only to children with whom Miracle Foundation and its partners work directly with, but also includes children whom staff are responsible for. Miracle Foundation believes that the situation of children must be improved through the promotion of their rights supported and demonstrated by all members of staff. Miracle Foundation's India Code of Conduct sets out the standards to which all staff members must adhere.</p>		