

**JOB DESCRIPTION**

<b>Position Title</b>	Admin & Office Executive / Coord.
<b>Vertical</b>	HR- Admin & Legal
<b>Band</b>	Executive
<b>Location</b>	Pune & Delhi
<b>Travel</b>	Up to 20%
<b>Direct Reporting to</b>	Head – HR- Admin & Legal
<b>Reportees</b>	-
<b>Salary Range</b>	20,000 – 25,000 K

**About: Miracle Foundation India**

Working with the vision of a family for every child, for the past 10 years, Miracle Foundation India has emerged as an industry leader in family strengthening (FS) and family-based alternative care (F-BAC), helping to reintegrate children with families, and working at the local level to prevent child separation from family.

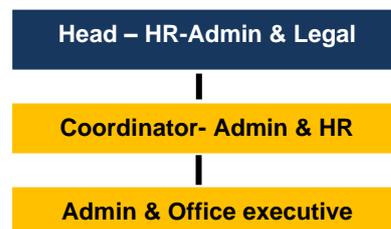
**In order to achieve this, Miracle Foundation India focuses on the following three program objectives:**

- 1. Prevention & Gatekeeping** –children stay in families through effective gatekeeping by the social workforce
- 2. Transition** – transition children from institutions to families /F-BAC options through support to Government
- 3. Youth Enablement** – enable youth and care leavers to live a meaningful and productive life

The inherent approach of Miracle India’s work has been about capacity building, strengthening the existing systems to support the Government and civil society organisations in strengthening FS and F-BAC in keeping with the vision of the Juvenile Justice (Care & Protection) of Children Act 2015.

Miracle India utilizes the power of data to create real, sustainable change, the organisation’s proven Thrive Scale™ methodology is based on the UN Rights of the Child, is integrated with the tenets of child and family assessment (Individual Care Plan - ICP and Social Investigation Report - SIR). The Thrive Scale™ provides for systematic measurement and improvement in all aspects of a child’s well-being as part of the case management process aimed at sustained prevention of children’s separation from the family as well as safe and permanent reintegration of children with families.

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

**Organization Chart**

**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 the core administrative functions under the supervision of the central Admin & HR Coordinator.

**Key Roles & Responsibilities**
**Administration – General Operations**

- Responsible for managing the local/ zonal office administrations and provide support to Miracle staff whenever required related to administrative requirements.
- Maintain office with housekeeping staff, opening the office and ensures that the office is functioning smoothly.
- Ensure that an optimum supply of stock /office supplies are maintained (consumable items- stationery, pantry, housekeeping, etc.) and maintain stock records.
- Manage Miracle calendar (with travel, Leave, Meetings, DOB, Work anniversaries updates)
- Maintain staff 's leaves and attendance details in the zonal office of the under the Miracle project based regional offices and maintain attendance and staff movements.
- Manage and maintain office asset record and do physical verifications of assets time to time
- Manage and monitor office utilities including broadband connectivity services in resolving internet issues
- Ensure the adherence to the systems, processes, and guidelines at all point of time.
- Obtain regular feedback from internal team members about administrative services rendered and make improvement based on the feedback received
- Ensure timely billings and invoices (administrative bills)

#### **Travel & Logistics Support**

- Manage travel bookings for the entire Miracle team with tickets, hotels, and travel insurance, etc.
- Ensure logistics support is provided to the Miracle zonal office and for staff traveling to office from other zones
- Provide support in any office events terms of logistics – meetings /trainings /conference under specific requirement (approvals) 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 (AMC) service vendor is contracted on time within the appropriate assessments
- Monitor office broadband connectivity services in resolving internet issues
- Manage **Zoom accounts**, arrange for Zoom links requests for virtual meetings and resolve queries related to the same

#### **Procurement & Vendor Management**

- 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, travel agent, and AMC contractor, repair & maintenance 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
- Prepare, maintain, and update category wise vendor classification, vendor performance report and vendor compliance report

#### **HR Support:**

Providing support in HR functions such as:

- Printing HR document (Letters, Contracts, Printings)
- In planning and organising employee engagement activities like trainings and workshops,
- Scheduling and arranging interviews in the zonal office
- Completing joining and exit formalities of the local zonal office.

#### **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 staff insurance and facilitating staff in settling the insurance claims
- Any other task assigned by the Head- HR Admin & Legal and Regional Director& CEO

#### **Internal Relationships**

<b>Role – Department</b>	<b>Frequency of Interaction</b>	<b>Purpose of the Interaction</b>
Finance & Accounts	Weekly/ Monthly	- Billings, payments, any other support etc.
Miracle Foundation India Staff	Weekly/ Monthly	- Administrative Support, Travel Management, Leave Consolidation, Zoom links, any other support
<b>External Relationships</b>		
<b>Role – Department</b>	<b>Frequency of Interaction</b>	<b>Purpose of the Interaction</b>
Travel Agent	As needed	- For travel bookings, billings, coordination
IT / Internet Vendors	As needed	- For any IT support, contract, billings, procurement, system evaluation & feedback
<b>Education &amp; Experience Required</b>		
<b>Education</b>		<b>Experience</b>
<ul style="list-style-type: none"> <li>○ Graduation in any field</li> </ul>		<ul style="list-style-type: none"> <li>○ 4+ years of relevant work experience in similar organisational/functional context preferably in <b>Core Administration</b>.</li> </ul>
<b>Preferred Skills</b>		
<ul style="list-style-type: none"> <li>○ Ability to organise, plan, and prioritise work</li> <li>○ Learning orientation</li> <li>○ Effective problem-solving and decision-making</li> <li>○ Excellent communication and interpersonal skills</li> <li>○ Effective coordination skills</li> <li>○ Respect for the core values of Miracle Foundation India and high level of empathy towards the project participants and the children we serve</li> <li>○ Capable to think innovatively and creatively to accomplish organisation objectives</li> </ul>		
<b>Child Safeguarding Policy</b>		
<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. 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>		