



## Jai Vakeel Foundation and Research Centre

### About the Organisation

In India 2%, one in every 50, over 26 million people, suffer silently with their intellectual disability (ID). Individuals with intellectual disabilities have impaired intellectual functioning (such as learning, problem solving, judgement) as well as adaptive functioning (activities of daily life such as communication and independent living).

Jai Vakeel Foundation is the oldest and largest non-profit serving children with Intellectual Disabilities and caters to over 3000 individuals annually, across varying age groups and varying levels of intellectual and other associated disabilities such as autism, epilepsy, cerebral palsy and visual or hearing impairment.

Almost 80% of our students belong to the lower socio-economic strata. However, no matter how economically weak or profoundly challenged, we welcome all students to our institute. Our services can be divided into four broad categories – Healthcare, Education, Skill Development and Support Services.

### Position Title: Head Skill development Centre

**Location: Sewri, Mumbai**

**Reporting to: CEO**

**Job Brief:** As a part of the Jai Vakeel Foundation leadership team, she/he will be responsible for the smooth functioning of the Skill Development Centre. Managing and motivating multiple teams across sections, responsibilities include designing processes, overseeing production, sales and marketing of the products. A responsible leader with a strategic mindset and the ability to work with multiple stakeholders, both internal and external.

### Responsibilities:

- Managing different stakeholder responsibilities
  - Students – Behavioral challenges, Attendance, fees
  - Parent - Interactions and addressing concerns
  - Team – Ensuring teams are aligned to the purpose of the organization. Identify needs for Learning and development
  - Volunteer - Management / Engagement
  - Client servicing
- Academic
  - Ensure smooth implementation and running of curriculums
  - Goal to certify all curriculums
- Finance
  - Plan and maintain annual budgets for the section with the CFO
  - Ensure all sales and purchases transactions are well accounted for
- Product Management
  - Production - Processes and Implementation
  - Sales and Marketing – Brochures, Exhibitions, Corporate Sales



## Jai Vakeel Foundation and Research Centre

### **Candidate Profile and Expectations**

Qualifications, Skills, Knowledge and Experience

- Graduate or Postgraduate in Management
- Conversant in MS- word, Excel, PowerPoint
- Fluent in spoken & written English
- Data Driven approach with an understanding of accounting systems esp. Tally.

Experience and soft skills

- Worked or dealt with an NGO closely for at least 2-3 years.
- Worked in similar sales/ marketing environment.
- Administrative experience atleast 5 years.
- Strategic mindset with an ability to see the big picture.
- Lead large teams.
- Hands on leader who leads by example.
- A people's person
- A multitasker yet delegator.

### **Application Process:**

Candidates can email their updated resumes with subject "Application for Head - Skill Development Center" to [humanresources@jaivakeel.org](mailto:humanresources@jaivakeel.org)