



Position:

Director Programs

Location:

New Delhi, with periodic travel to Odisha and other states

The Opportunity:

Patang is at an exciting growth phase, with plans to extend our national reach by setting up an office in Delhi. The Director Programmes will play a crucial role as the face of Patang's youth portfolio, guiding and expanding impactful youth programs including our current youth programmes - Pathmakers, The Squirrel, The Real Man and UKIA. For details visit our website - www.patangindia.org This senior leadership role combines strategic planning, program management, and capacity-building responsibilities, all aimed at strengthening youth leadership initiatives and advancing gender equity.

About Patang:

Patang is a dynamic NGO based in Odisha, India, dedicated to tackling critical issues such as youth development, gender equality, and education. Since our inception in 2003, we have dedicated ourselves to driving social change by empowering young people, largely from marginalized communities including women and girls, SC, ST, OBCs and religious minorities.

Organizational Context:

Patang has invested deeply in local leadership, expanding its footprint over the past two decades to become a recognized organization in civil society and academia. With a team of 35+ members and 150+ committed volunteers, we foster youth leadership through programs that promote alternative perspectives, cross-border understanding, and challenge stereotypes.

We seek to scale our programme models such as Gender Champion Course, Samata Cup, Youth led spaces - Samatlaya, Boys engagement manual to newer states in collaboration with educational institutions and NGOs.

As we continue to expand, we are seeking a Director Programmes. This role will help to scale up Patang's youth programme at a pan- national level in partnership with like-minded institutions and deepen our youth portfolio.

Key Responsibilities:

1. Strategic Direction and Leadership
 - Serve as a trusted advisor and mentor across Patang's youth programs, ensuring alignment with Patang's mission and growth trajectory.
 - Collaborate with the CEO to elevate the youth portfolio, driving innovations that expand Patang's impact nationally.
2. Team Management and Capacity Building
 - Lead, inspire, and develop a team of skilled facilitators in delivering transformative youth programs.
 - Design and implement comprehensive training to enhance team competencies in facilitation, gender sensitivity, and youth engagement.
 - Set clear performance standards, conduct regular evaluations, and provide constructive feedback for team growth.
 - Facilitate regular team meetings to maintain a shared vision, encourage knowledge sharing, and implement best practices.
3. Program Design and Implementation
 - Ensure the high-quality implementation of programs, leveraging experiential learning to promote self-awareness, active citizenship, and social responsibility.
 - Mentor youth participants, guiding them along pathways of leadership and social impact.
4. Partnership Development and Management
 - Build and nurture strategic partnerships with organizations that share Patang's vision for youth leadership and gender equity.
 - Collaborate on program design and execution, establishing platforms for shared knowledge and resources.
5. Planning, Monitoring, and Evaluation
 - Lead joint program reviews, manage budgets, mobilize resources, and ensure adherence to monitoring and evaluation frameworks.
 - Generate insightful evaluation reports and actively participate in organizational strategic planning.
6. Visibility and Fundraising
 - Strengthen relationships with current funders and support compliance with grant conditions including technical and financial reports.
 - Develop proposals and budgets for new funding opportunities, aiding in the financial sustainability of youth initiatives.
 - Represent Patang's work at forums, showcasing achievements and advocating for broader engagement.
7. Additional Responsibilities
 - Support other organizational tasks as assigned, contributing to Patang's broader goals.

Ideal Candidate Profile:

- Educational Background: Postgraduate degree in a relevant field.
- Experience: 8 -10years of experience in youth development, gender advocacy, or related fields.

Key Attributes:

- Strong commitment to youth leadership and social justice issues.
- Entrepreneurial spirit with a proactive approach to challenges.
- Excellent communication and facilitation skills in both Hindi and English (Odia language skills are a plus).
- Demonstrated leadership, adaptability, and a collaborative nature.
- Ability to inspire and connect with others
- Proficiency in program coordination, organizational development, and instructional design (preferred).
- Willingness to work with limited supervision
- Flexible to work on weekends

Compensation & Benefits:

Patang offers a competitive salary and benefits package, including EPF, gratuity, and medical and accidental insurance. Working with Patang provides a unique opportunity to drive positive change in the lives of young people across India.

To Apply:

Please submit

1. Resume
2. Cover Letter
3. Statement of Purpose (SoP)

SoP Format:

- Outline key milestones in your career, specifically highlighting youth programs with a gender lens.
- Explain why you're the right fit for the role of Director Programmes
- Highlight challenges you think are faced by grassroots organizations like Patang in implementing youth and gender programs, and propose solutions.
- Additional relevant information.

Application Submission:

Send your application to career@patangindia.org with the subject line: "Application for Director Programmes – Delhi" by 25th Nov 2024.

Note: We expect the candidate to join immediately.



Position:

Thematic Lead, Education

Location:

New Delhi, with periodic travel to Odisha and other states.

The Opportunity:

Patang is at an exciting growth phase, with plans to extend our national reach by setting up an office in Delhi. We are seeking a Thematic Expert, Education , who will work with the leadership team in developing strategic roadmaps related to FLN and multilingual education.

About Patang:

Patang is a dynamic NGO based in Odisha, India, dedicated to tackling critical issues such as youth development, gender equality, and education. Since our inception in 2003, we have dedicated ourselves to driving social change by empowering young people, largely from marginalized communities including women and girls, SC, ST, OBCs and religious minorities.

Organizational Context:

Patang has invested deeply in local leadership, expanding its footprint over the past two decades to become a recognized organization in civil society and academia. With a team of 35-50+ members and 100+ volunteers, we foster youth leadership through programs that promote alternative perspectives, cross-border understanding, and challenge stereotypes. For details visit our website - www.patangindia.org

Key Responsibilities

Position: Thematic Expert, Education

The Thematic Expert, Education will report directly to the CEO and will focus on the National Education Policy 2020 (NEP) with a specialized emphasis on the Foundational Literacy and Numeracy (FLN) Mission.

Key Responsibilities:

1. **Strategic Planning and Development**

- Collaborate with the leadership team to develop strategic roadmaps for FLN and multilingual education initiatives.
 - Provide thought leadership and support in articulating Patang's strategic approach to NEP 2020 and its components related to FLN, ensuring alignment with policy directives.
- 2. Content Design and Development**
- Design and develop high-quality content for FLN programs, ensuring it is pedagogically sound, culturally relevant, and aligned with NEP 2020 guidelines.
 - Lead the conceptualization and execution of teacher training programs, incorporating best practices in education and adult learning methodologies.
- 3. Capacity Building**
- Facilitate the capacity building of individuals and institutions involved in the FLN Mission, providing training and mentorship to ensure program sustainability and impact.
 - Develop and deliver workshops, training modules, and other professional development opportunities for educators and program implementers.
- 4. Documentation and Reporting**
- Draft comprehensive reports and presentations on Patang's initiatives, contributing to the national discourse on the FLN Mission.
 - Develop documentation for FLN programs, including monitoring and evaluation data, case studies, best practices, success stories, and evidence of outcomes to share with donors and government stakeholders.
- 5. External Representation and Engagement**
- Represent Patang at government meetings, policy workshops, and conferences on FLN-related matters, contributing expertise and insights.
 - Engage with the Ministry of Education, NCERT, and other key stakeholders on FLN Mission-related work, fostering collaboration and alignment with national and state objectives.

Qualifications, Skills, and Abilities:

- **Education:** Master's degree or Ph.D. in Education or a related field.
- **Experience:** 10-12 years of relevant experience in primary education or the social sector, with a strong focus on foundational literacy and numeracy.
- **Drafting and Communication Skills:**
 - Exceptional drafting skills in English, especially for policy and strategy documents.
 - Outstanding ability to prepare persuasive and impactful pitch decks.
 - Excellent presentation and communication skills, with the ability to convey complex information clearly and effectively.
- **Project Management:**
 - Proven ability to set priorities, develop work plans with timelines, and monitor their execution regularly.
 - Capability to work independently, demonstrating proactivity and initiative with minimal supervision.
- **Technical Proficiency:** Strong skills in MS Office Suite (Excel, Word, PowerPoint) and familiarity with data analysis and visualization tools.

- **Analytical and Problem-Solving Skills:**
 - Analytical mindset with a structured approach to problem-solving.
 - Ability to synthesize data and information to inform strategic decisions.
- **Interpersonal Skills:**
 - Strong relationship-building skills, with experience managing stakeholder relationships at various levels.
 - Ability to work collaboratively within a small, dynamic team environment, valuing teamwork and resourcefulness.

Desired Qualities:

- **Subject Matter Expertise:** Deep understanding of the Foundational Literacy and Numeracy Mission and NEP 2020.
- **Policy Knowledge:** Good grasp of early grade literacy, language development policies, and multilingual education principles.
- **Entrepreneurial Mindset:** A proactive, 'can-do' attitude with a willingness to adapt and embrace feedback.
- **Flexibility:** Ability to manage multiple priorities simultaneously while maintaining a high level of emotional intelligence, social awareness, and self-awareness.
- **Commitment to Excellence:** Dedication to maintaining high standards of quality and a willingness to contribute beyond immediate responsibilities to advance organizational goals
- Willingness to work with limited supervision
- Flexible to work on weekends

Compensation & Benefits

Patang offers a competitive compensation package, including EPF, gratuity, and medical and accidental insurance. Working with Patang provides a meaningful opportunity to make a lasting impact on young people's lives in India.

To Apply

Please submit:

1. Resume
2. Cover Letter
3. Statement of Purpose (SoP)

SoP Format

- Define key initiatives in your career, including examples of education projects you have designed , developed or implemented
- Identify challenges a grassroots organization like Patang may face in implementing Education projects and propose solutions for addressing them in 1-2 years.
- Additional relevant information.

Language: Proficiency in English and Hindi is essential. Knowledge of Odia is a plus.

Submission Deadline:

Send your application to career@patangindia.org by 5th December 2024 with the subject "Application for Thematic Expert - Education."

Note: **Kindly visit our website and Instagram to understand the work we do with children and teachers in Odisha before applying.**



Position:

Lead Youth and Gender Programme

Location:

New Delhi, with periodic travel to Odisha and other states

The Opportunity:

Patang is in an exciting growth phase, with plans to extend our national reach by setting up an office in Delhi. The Lead Youth and Gender Programme will play a crucial role in the scale-up of the Gender Champion Course, Samata Cup, Youth-led spaces - Samatlaya, and Boys engagement manual to newer states in collaboration with educational institutions and NGOs. For details visit our website - www.patangindia.org

About Patang:

Patang is a dynamic NGO based in Odisha, India, addressing critical issues such as youth development, gender equality, and education. Since our inception in 2003, we have dedicated ourselves to driving social change by empowering young people, largely from marginalized communities including women and girls, SC, ST, OBCs and religious minorities.

Organizational Context:

Patang has invested deeply in local leadership, expanding its footprint over the past two decades to become a recognized organization in civil society and academia. With a team of 35+ members and 150+ committed volunteers, we foster youth leadership through programs that promote alternative perspectives, cross-border understanding, and challenge stereotypes.

As we continue to expand, we are seeking a Lead -Youth and Gender Programmes. This role combines program management, implementation, capacity-building and partnership management responsibilities aimed at strengthening the youth and gender portfolio at Patang.

Key Responsibilities:

1. Team Management and Capacity Building

- Lead, inspire, and develop a team of skilled facilitators in delivering transformative youth and Gender programs.
 - Design and implement comprehensive training to enhance team competencies in facilitation, gender sensitivity, and youth engagement.
2. Program Design and Implementation
 - Ensure high-quality design and implementation of youth and gender programs
 3. Partnership Management
 - Nurture strategic partnerships with organizations that share Patang's vision for youth leadership and gender equity.
 4. Planning, Monitoring, and Evaluation
 - Assist joint program reviews, manage budgets, mobilize resources, and ensure adherence to monitoring and evaluation frameworks.
 5. Visibility and Fundraising
 - Assist in developing proposals and budgets for new funding opportunities
 6. Additional Responsibilities
 - Support other organizational tasks as assigned, contributing to Patang's broader goals.

Ideal Candidate Profile:

- Educational Background: Postgraduate degree in a relevant field.
 - Experience: 4-5 years of experience in youth development, gender advocacy, or related fields.
- Key Attributes:
- Strong commitment to youth leadership and gender issues.
 - Excellent communication and facilitation skills in both Hindi and English (Odia language skills are a plus).
 - Ability to inspire and connect with others
 - Proficiency in program coordination and instructional design (preferred).
 - Willingness to work with limited supervision
- Flexible to work on weekends

Compensation & Benefits:

Patang offers a competitive salary and benefits package, including EPF, gratuity, and medical and accidental insurance. Working with Patang provides a unique opportunity to drive positive change in the lives of young people across India.

To Apply:

Please submit

1. Resume
2. Cover Letter
3. Statement of Purpose (SoP)

SoP Format:

- Outline key milestones in your career, specifically highlighting youth programs with a gender lens.
- Explain why you're the right fit for the role of Lead Youth and Gender Programmes
- Highlight challenges you think are faced by grassroots organizations like Patang in implementing youth and gender programs, and propose solutions.
- Additional relevant information.

Application Submission:

Send your application to career@patangindia.org with the subject line: "Application for Lead Youth and Gender Programmes" by 25th Nov 2024.



Position:

Coordinator - Monitoring and Evaluation

Location:

New Delhi, with periodic travel to Odisha and other states.

The Opportunity:

Patang is at an exciting growth phase, with plans to extend our national reach by setting up an office in Delhi. We are seeking a Coordinator Monitoring and Evaluation to support the development and implementation of a comprehensive Monitoring and Evaluation framework for Patang projects.

About Patang:

Patang is a dynamic NGO based in Odisha, India, dedicated to tackling critical issues such as youth development, gender equality, and education. Since our inception in 2003, we have dedicated ourselves to driving social change by empowering young people, largely from marginalized communities including women and girls, SC, ST, OBCs and religious minorities.

Organizational Context:

Patang has invested deeply in local leadership, expanding its footprint over the past two decades to become a recognized organization in civil society and academia. With a team of 35-50+ members and 100+ volunteers, we foster youth leadership through programs that promote alternative perspectives, cross-border understanding, and challenge stereotypes. For details visit our website - www.patangindia.org

Key Responsibilities:

1. Monitoring and Evaluation (M&E)

- **Conceptualize a Comprehensive M&E Framework:** Collaborate with the leadership team to design and implement a robust Monitoring and Evaluation framework tailored to the unique objectives and needs of each project.
- **Develop a Reporting System:** Establish a structured and comprehensive system for the consistent collection, documentation, tracking, and timely reporting of project data.
- **Implement and Strengthen M&E Systems:** Provide proactive, hands-on support to project teams to ensure M&E systems are effectively executed.

2. **Data Management and Reporting**
 - **Ensure Data Quality:** Uphold high standards of data integrity through regular quality checks and corrective measures.
 - **Data Compilation and Analysis:** Systematically compile, clean, and analyze project data to generate actionable insights. Assist the Program Director in preparing and presenting comprehensive performance reports—monthly, quarterly, and annually.
3. **Analysis and Research**
 - **Thematic Assessments:** Collaborate with the project management team to coordinate or independently conduct thematic assessments and surveys.
 - **Progress Tracking and Learning:** Consistently monitor and track program achievements against set indicators.
4. **Capacity Strengthening and Knowledge Management**
 - **Team Capacity Building:** Develop and implement initiatives aimed at strengthening the M&E capacity of program teams.
 - **Knowledge Sharing and Dissemination:** Work closely with the communications team to produce and disseminate high-quality knowledge products, such as case studies, policy briefs, and success stories.

Educational Qualifications

A postgraduate degree or diploma in Statistics, Project Management, Development Studies, or a related field.

Experience

4-5 years of relevant experience in designing, developing, and implementing M&E systems in the development sector, ideally in a grassroots organization.

Skills and Competencies

- **Data Analysis:** Proficient in both quantitative and qualitative data analysis, with demonstrated experience using statistical software like SPSS, STATA and others.
- **Multi-tasking Ability:** Proven capacity to handle multiple projects simultaneously while maintaining attention to detail and meeting deadlines.
- **Communication Skills:** Strong written and verbal communication skills with the ability to produce clear and compelling reports.
- **Creative and Analytical Thinking:** A knack for innovative problem-solving, combined with the ability to analyze data and derive meaningful insights.
- **Commitment to Social Justice:** Deep understanding of development issues and a commitment to promoting social equity and justice.
- **Organizational Skills:** Demonstrated ability to manage a diverse workload, stay organized, and work autonomously.
- **Flexibility:** Willingness to adapt to changing project needs and work on weekends as required.

Additional Requirements

Language: Proficiency in English and Hindi is essential. Knowledge of Odia is an added advantage.

Willingness to Travel: Openness to travel as necessary to support project teams in various locations.

Compensation & Benefits

Patang offers a competitive compensation package, which includes Employee Provident Fund (EPF), gratuity, and comprehensive medical and accidental insurance coverage. Working with Patang provides a unique opportunity to contribute to meaningful change in the lives of young people across India.

Application Process

To Apply, please submit the following documents:

Resume

Cover Letter

Statement of Purpose (SoP): Please include the following in your SoP:

Key initiatives and examples of M&E systems you have developed.

Challenges a grassroots organization like Patang might face in M&E and proposed solutions for addressing them over the next 1-2 years.

Any additional relevant information.

Submission Deadline:

Send your application to career@patangindia.org by 25th November 2024 with the subject line: Application for Coordinator - Monitoring and Evaluation

**Position:**

Associate - Communications including social media

Location:

New Delhi, with periodic travel to Odisha and other states.

The Opportunity:

Patang is at an exciting growth phase, with plans to extend our national reach by setting up an office in Delhi. We are seeking an Associate - Communications including social media to build awareness of Patang's mission and programs through diverse communication channels, including website, social media, publications, and other ICT tools.

About Patang:

Patang is a dynamic NGO based in Odisha, India, dedicated to tackling critical issues such as youth development, gender equality, and education. Since our inception in 2003, we have dedicated ourselves to driving social change by empowering young people, largely from marginalized communities including women and girls, SC, ST, OBCs and religious minorities.

Organizational Context:

Patang has invested deeply in local leadership, expanding its footprint over the past two decades to become a recognized organization in civil society and academia. With a team of 35-50+ members and 100+ volunteers, we foster youth leadership through programs that promote alternative perspectives, cross-border understanding, and challenge stereotypes. For details visit our website - www.patangindia.org

As we continue to expand, we are seeking an Associate- Communications including social media to amplify Patang's work at a Pan-national level. This role will enhance visibility, build partnerships, and create materials that highlight Patang's work and impact to relevant audiences.

Key Responsibilities**1. Program Execution**

- Website Management: Develop and maintain Patang's websites, managing and updating content.

- Content Creation: Write in both English and Hindi for Patang's publications, Annual report, website, and reports on relevant issues.
- Awareness-Building: Assist team leaders in building awareness of Patang and its programs through various media platforms (e.g., website, YouTube, Meta, Instagram, blogs, newsletters, press, publications).
- Event Coordination: Arrange logistics and support the design, organization, and execution of communication-related processes within programs and events.
- Partnership Development: Help identify, assess, and develop long-term partnerships with individuals, organizations, media, and service providers (designers, printers, web experts).

2. Knowledge Creation and Maintenance

- Database Management: Create and manage appropriate databases.
- Archiving: Build and maintain an archive of Patang's communication materials.
- Documentation: Organize and maintain files, documentation, and records for the Communications function, ensuring easy access and circulation.

3. Design and Media Production

- Video Production: Create and edit videos on topics related to youth development, active citizenship, and gender equality to drive online engagement.
- Print Media Design: Design and develop brochures, pamphlets, and other print materials that effectively convey Patang's work to diverse audiences.

4. Support to the CEO office

- Communications: Manage internal and external communications

Additional Responsibilities: Undertake other tasks assigned by the team as needed.

Ideal Candidate Profile:

- Education: Postgraduate degree/diploma in Mass Communication, Development Communication, Literature, Journalism, or a related field.
- Experience: 0-2 years of relevant work experience, ideally in a challenging environment.
- Creativity and Versatility: Ability to coordinate diverse tasks—from content creation and web management to partnership development and quality control of materials.
- Multi-Tasking: Strong ability to manage multiple projects efficiently.
- Communication: Excellent oral and written communication skills in both English and Hindi, with a flair for writing.
- IT Proficiency: Familiarity with web design and enthusiasm for new technology.
- Innovative Thinking: Willingness to experiment, think creatively, and inspire innovation.

- Social Justice Perspective: Understanding of development perspectives and commitment to social justice.
- Organizational Skills: Ability to manage a varied workload and stay organized.
- Willingness to work with limited supervision
- Flexible to work on weekends

Compensation & Benefits

Patang offers a competitive compensation package, including EPF, gratuity, and medical and accidental insurance. Working with Patang provides a meaningful opportunity to make a lasting impact on young people's lives in India.

To Apply

Please submit:

1. Resume
2. Cover Letter
3. Statement of Purpose (SoP)

SoP Format

- Define key initiatives in your career, including examples of online and offline communication materials you've created.
- Identify challenges a grassroots organization like Patang may face in communication and propose solutions for addressing them in 1-2 years.
- Additional relevant information.

Language: Proficiency in English and Hindi is essential. Knowledge of Odia is a plus.

Submission Deadline:

Send your application to career@patangindia.org by 25th November 2024 with the subject "Application for Associate - Communications including Social Media".

Note: We want the candidate to join immediately.



Position:

Operations and HR Manager

Location:

New Delhi, with periodic travel to Odisha

The Opportunity:

Patang is at an exciting growth phase, with plans to extend our national reach by setting up an office in Delhi. We are seeking an experienced and dedicated Operations and HR Manager to join our team at Patang. This role is critical in supporting the organization's expansion and consolidation efforts during a period of transition.

About Patang:

Patang is a dynamic NGO based in Odisha, India, dedicated to tackling critical issues such as youth development, gender equality, and education. Since our inception in 2003, we have dedicated ourselves to driving social change by empowering young people, largely from marginalized communities including women and girls, SC, ST, OBCs and religious minorities.

Organizational Context:

Patang has invested deeply in local leadership, expanding its footprint over the past two decades to become a recognized organization in civil society and academia. With a team of 35+ members and 150+ committed volunteers, we foster youth leadership through programs that promote alternative perspectives, cross-border understanding, and challenge stereotypes. For details visit our website - www.patangindia.org

As we continue to expand, we are seeking an Operations and HR Manager. The ideal candidate will be responsible for overseeing daily operations, managing human resources functions, and ensuring smooth organizational processes.

Key Responsibilities:

Operations Management

1. Office Setup and Maintenance
 - o Oversee the setup and maintenance of Patang offices in Sambalpur and Delhi

- Manage office compliance, including rent, utilities, and other operational expenses
 - Supervise administrative staff and housekeeping
 - Maintain and update stock registers
2. Event Management
- Coordinate retreats, internal/external trainings, and visits
 - Provide logistical support to the CEO for various events
3. IT Infrastructure
- Lead digitisation of office by institutionalising Patang's own platform
 - Oversee the setup and maintenance of organizational email IDs
 - Manage subscriptions to necessary software and tools (e.g., ChatGPT, Zoom)
 - Coordinate with IT vendors as needed
4. Branding and Procurement
- Manage the procurement of branded materials (e.g., bags, cups, notepads)
 - Ensure quality control of branded items

Human Resources Management

1. Personnel Administration
- Implement and maintain a leave tracking system
 - Generate and share monthly leave status reports
 - Coordinate the annual performance appraisal process
 - Manage the recruitment process for new hires
2. Policy and Process Management
- Develop, implement, and communicate HR policies
 - Ensure compliance with labour laws and organizational policies
 - Standardize and manage the issuance of various personnel letters (offer, appointment, etc.)
3. Employee Engagement
- Maintain and update employee databases
 - Coordinate team-building activities and internal training programs
 - Manage the organizational calendar, including holidays and employee birthdays

Organizational Processes

1. Meeting Coordination
 - Set up and coordinate various organizational meetings (review, planning, core group)
 - Ensure timely submission of Key Result Areas (KRAs) by all team members
2. Knowledge Management
 - Oversee the organization and accessibility of Patang's documents and knowledge products
 - Implement systems for easy physical and electronic access to organizational resources
3. Database Management
 - Maintain and update databases for volunteers, team members, schools, students, consultants, partners, funders, and other stakeholders

Qualifications and Skills

- Bachelor's degree in Business Administration, Human Resources, or a related field; Master's degree preferred
- Minimum of 5 years of experience in operations and HR management, preferably in the NGO sector
- Strong organizational and project management skills
- Excellent interpersonal and communication skills
- Proficiency in MS Office suite and familiarity with HR and project management software
- Fluency in English; knowledge of Odia is a plus
- Ability to work in a fast-paced, dynamic environment
- Strong problem-solving skills and attention to detail
- Commitment to Patang's mission and values

Personal Qualities

- Integrity and ethical conduct
- Adaptability and resilience
- Cultural sensitivity and empathy
- Self-motivated and proactive
- Team player with leadership potential

- Willingness to work with limited supervision
- Flexible to work on weekends

Compensation & Benefits:

Patang offers a competitive salary and benefits package, including EPF, gratuity, and medical and accidental insurance. Working with Patang provides a unique opportunity to drive positive change in the lives of young people across India.

To Apply: Please submit the following

1. Resume
2. Cover Letter
3. Statement of Purpose (SoP)

SoP Format:

- Outline key milestones in your career
- Explain why you're the right fit for the role of Operations and HR Manager
- Additional relevant information.

Application Submission:

Send your application to career@patangindia.org with the subject line: "Application for Operations and HR Manager" by 25th Nov 2024.



Position:

Coordinator - Finance

Location:

Sambalpur, Odisha with periodic travel to other states

The Opportunity:

Patang is at an exciting growth phase, with plans to extend our national reach by setting up an office in Delhi. The Coordinator – Finance will manage and oversee the daily operations of finance and accounts, ensuring efficient workflow and adherence to deadlines.

About Patang:

Patang is a dynamic NGO based in Odisha, India, dedicated to tackling critical issues such as youth development, gender equality, and education. Since our inception in 2003, we have dedicated ourselves to driving social change by empowering young people, largely from marginalized communities including women and girls, SC, ST, OBCs and religious minorities.

Organizational Context:

Patang has invested deeply in local leadership, expanding its footprint over the past two decades to become a recognized organization in civil society and academia. With a team of 35+ members and 150+ volunteers, we foster youth leadership through programs that promote alternative perspectives, cross-border understanding, and challenge stereotypes. For details visit our website - www.patangindia.org

Key Responsibilities:

1. Lead the Finance Department

- Manage day to day tasks of the finance department including receivables and payables, ensuring timely settlements.
- Maintain organized and accessible financial registers, files, and documents.
- Oversee the preparation of Bank Reconciliation Statements (BRS), Utilization Certificates, and comprehensive financial reports.

2. Team Management and Mentorship

- Provide training and mentorship to a team of 2-3 accounts personnel.
- Capacity building on financial systems and processes regularly for finance and programme teams

3. Audit Support and Compliances

- Conduct Internal audit regularly
- Assist in statutory, internal, programme, and donor audits, including Balance Sheet preparation.

- Assist in adherence to strict timelines for book closures and financial reporting.
 - Assist in maintaining 100% error-free statutory and legal compliance, including FCRA, TDS, and the Societies Act.
 - Assist in coordination with auditors for statutory and funder audits.
 - Assist in implementation of recommendations from auditors (statutory, internal, and funders).
- 4. Payroll Management**
- Process and manage payroll, ensuring timely and accurate disbursement of salaries and benefits.
- 5. Field Office Support and Budgeting**
- Travel to field offices to support Team Leaders/Management in planning, budgeting, and monitoring programme expenses.
 - Assist programme heads and the CEO in budget development and utilization monitoring.
- 6. Reporting and Communication**
- Assist in preparing accurate and timely Financial Information Statements (FIS) tailored to organizational and funder needs.
- 7. Expense Management and Budget Monitoring**
- Ensure optimal expenditure and utilization across various income sources.

Educational Qualification, Skill & Experience:

- Bachelor’s degree in accounting, Finance, or related field.
- 2 years professional experience in accounts in the non-profit sector.
- Knowledge of Tally ERP/Prime and Microsoft office.
- Knowledge of FCRA accounting.
- Preference will be given to experienced and female candidates having good communication skills.
- Has sound accounting knowledge and a passion for finance
- Has excellent leadership, communication, relationship building skills
- Is open to learning, has the capacity to work hard and keep to commitments
- Flexible to work on weekends
- Is fluent in English and Odia

Compensation & Benefits:

Patang offers a competitive salary and benefits package, including EPF, gratuity, and medical and accidental insurance. Working with Patang provides a unique opportunity to drive positive change in the lives of young people across India.

To Apply:

Please submit

1. Resume
2. Cover Letter
3. Statement of Purpose (SoP) – Explain why you’re the right fit for the role of Coordinator – Finance

Submission Deadline:

Send your application to career@patangindia.org by 25th November 2024 with the subject “Application for Coordinator –Finance.”