

**KAIVALYA EDUCATION FOUNDATION (KEF) & PIRAMAL
FOUNDATION FOR EDUCATION LEADERSHIP (PFEL)**

JOB POSITION: Program Leader (PL) for STP Gandhi Fellowship Marketing

ORGANIZATION OVERVIEW:

Gandhi Fellowship program under the aegis of Piramal Foundation is a 2-year full-time transformational journey that provide young leaders an opportunity to impact the most underprivileged communities. In the process, Gandhi fellows experience multiple learning opportunities, develop a multi-disciplinary thinking approach, and disrupt systems/processes across multiple geographies involving multiple stakeholders. Since the inception of the Gandhi Fellowship Program in the year 2008, we have created change leaders across the country for reformation of public education system, health as well as tribal communities.

FUNCTION OVERVIEW:

Gandhi Fellowship Marketing Team has grown into a very specialized team that identifies and recruits prospective students, working professionals and young minds having a clear objective to bring positive and constructive change in our country. The team recruits from the top educational and corporate institutions in the country.

JOB BACKGROUND AND PURPOSE:

This position in a GFM will play a key role to support and guide the entire recruitment team, managing the online application system, working closely with the outreach team as well as the vendor to achieve the programme outputs and outcomes.

The Program Leader will work for the organization's goal and responsible for project implementation, vendor management, and data handling and analysis.

KEY RESPONSIBILITIES AND DUTIES

- To handle the complete online platform to oversee the technicalities related to Gandhi Fellowship online form and forms of other fellowships as per the need.
- To provide necessary inputs to the vendor and co ordinating with them for the system amendments as per the requirements of the team
- Continuous maintenance of the online platform and resolving the technical issues/
- To maintain the data for the entire recruitment process
- To carry out the tasks as required by the immediate reporting manager
- Strong organisational, analytical, and problem-solving skills
- Adapting and using technology and knowledge of different statistical tools to analyse data.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree holders in Information Technology / Computer Science with relevant experience shall be considered.
- Key knowledge on MS Excel and other data tools is mandatory.
- Good Written and Oral communication in Hindi and English is a must.