

## ONSITE SUPERVISOR cum EVENT COORDINATOR-

### About Samiksha Foundation:

**Samiksha** is a Creative Learning Initiative by **Samiksha Foundation-Caring for children with Cancer Trust**, for children affected by cancer and their caregivers. We believe that knowledge empowers, and happiness heals and hence our Motto- The pursuit of knowledge is key to their pursuit of Happiness, aiming to increase the Happiness Quotient of Children.

The Foundation carries out a structured program (Non-Medical intervention) at the Kapur-SBM ward at Kidwai Cancer Institute, Bangalore, by providing educational support through formal tutoring for school going children, spiritual support through Yoga, Singing, Meditation and Prayer, and creative play and activities, for the children undergoing treatment and their caregivers. The program has been ongoing for more than eight years now.

### The Job:

We seek candidates with a professional qualification, experience and demonstrated ability, to manage our documentation, financial and administrative obligations and oversee the work of the Volunteers and Interns, collaborating with the Staff Teachers of the Foundations' Learning Centre. S/he will also to double as an Admin/ Office Manager for our small office and team at the location.

Candidates must be able to correspond in English and the local language and have a good grasp of Microsoft Office, especially MS Word, PowerPoint and Excel. email **protocol language in English**, Knowledge of other Indian languages will be an added advantage but not a must.

We seek a person of maturity and integrity, who values compassion and serving others and who will be committed to nurturing the organisation in a long-time engagement.

### Qualifications:

Minimum- Graduation with working knowledge of computers and usage of Internet, Social media platforms. Knowledge of Secretarial File keeping, maintenance, book and record keeping would be helpful.

### Job Responsibilities:

The Supervisor will ensure:

- Completion of tasks (own and others), respond within 24 hours on any queries from the Foundation's Trustees/ other Staff.
- Updation (to the reporting head) on status of tasks performed, of any new stocks required, work in progress, follow ups, etc. onsite
- Updation of the activity calendar, and of activities on Social Media platforms on which the Foundation is active.
- Maintenance of attendance logs, visitors book, as may be required by the Foundation for report purposes
- Maintenance and update of students' files and any other records for the Samiksha Education Program, and identify special needs for any child for their continuing education
- Preparation and timely submission of programme reports to the Trustees / other Staff as per their requirement following an event /activity
- Coordinate with the Trustees / other staff for timely submission of accurate fund requests and timely transmittal of the funds from the HO to fulfil onsite requirements.
- Preparation and timely submission of monthly/quarterly/annual financial reports-expense/income etc on a need basis.
- Timely handover of bills for payments and receipts to the Donors, updation of in-kind donations received and handover receipts for the same to the Donors.
- Oversee of Birthday celebrations each month.
- Coordination and Planning of events with the team

- Supervise the volunteers and interns after orientation
- Adherence to the rules and regulations of different policies of the Foundation.
- Identify need for additional training for teachers and intimate to the Trustees accordingly.
- Ready to travel on short notice to meet with Trustees/ Other Staff members of the Foundation at the office or on the field as requested.
- Ability to perform multiple tasks, perform other job-related duties as required on site.
- Liaison with the Hospital authorities to keep updated with activities planned there
- Be comfortable with limited teaching and interacting with children at the hospital when needed
- Coordinate the requirement for Samiksha Scholarships Program every quarter with the committee

**Will report to the Director and Trustees of the Foundation, or any officer appointed by the Trust for the Overseeing of the office Administrative and Onsite coordinators.**

**Should take responsibility of delivery on their own with professionalism and self motivation, without constant intervention from the Management /Trustee and other office bearers.**

**Other details:**

Salary: Rs.15,000 p.m + transportation

Work schedule: Days: Tuesdays, Thursdays, Fridays and Saturdays on site at KCI( Kidwai Cancer Institute, Marigowda Road, near Dairy Circle, Bangalore 560029)

Wednesdays at CMH office

Sundays, Mondays off days.

Time:10.00am to 4.00pm (inclusive of half hour lunch break)

**Application Procedure:**

Please send a detailed CV, names of two independent references (including your most recent/current employer, if possible) to [admin@samikshafoundation.org](mailto:admin@samikshafoundation.org)

We are a gender sensitive and equal opportunity employer.

**Application Deadline: 15 April 18**