
Job Description- Facilitator_ Direct Delivery

Mobile Creches, (MC) a pioneer NGO, has been operational since 1969, reaching child care and health services to more than 15,000 children every year, through workplace and community-based crèches and daycare centres.

MC pioneered the cause of Early Childhood Care and Development (ECCD) and focuses on young children under six years in urban slums and migrant children, at the construction site. MC's multi-pronged approach- working with construction worker's children, urban slum communities training, and ECD partnership addresses both the short and long-term needs of children. It is officially recognized as a technical resource by the government and is on the path by scaling up with the government and other players in civil society.

As an organization, Mobile Creches adheres to a strict safeguarding policy. All staff, volunteers, interns, vendors, consultants etc. are obliged to be aware of the conditions of this policy, be a signatories to this, and follow the norms.

Department – Child Care Services

Position Details

Designation- Facilitator_ Daycare_ Direct Delivery

Level/ Band- 4

Reporting to (Position): Implementor

Reported By: Field Mobiliser

Educational Qualifications- Minimum Graduate or Post-Graduation preferably in social sciences, economics, or similar discipline

Total work Experience in the relevant field- - Minimum 2-4 years' experience of working in the social development sector.

Job Description- Responsibilities included and not limited to -

- 1. Opening of new Daycare direct delivery centers at construction sites and urban areas in Delhi/NCR**
 - Organise appropriate manpower for new centers as per adult-child ratio and determine in consultation with Implementor on the gaps
 - Work with field Mobilisers to ensure that all processes are followed as per the checklist for opening and closing of centers- infrastructure requirement as per MoA, indents for the material required.
 - carry out the survey of the new centre and site details along with field mobiliser

- 2. Financial: Prepare Disbursement sheets, Bills, and Honourium, track the expenditures and analysis of the overall budgets.**
- 3. Maintaining the database and MIS of all the centres and sharing with Implementor / Thematic Lead whenever required. Support Mobilisers in executing the Integrated**
- 4. Community Engagement Programme with a focus on the improvement of child care practices** and Knowledge levels in the communities around Direct Delivery Centers
- 5. Carry on the operations related to effectively run the centre and maintaining Quality**
 - Create a relevant database of hospitals, agencies, schools, NRCs individuals for daycare direct delivery centers based on surveys carried out
 - Adhere to all systems and protocols to maintain the quality of the program
 - Strengthen the current MIS in alignment with the implementation of ERP to get quick analytical reports to monitor progress in nutrition grades
 - Provide frequent data and work together with the MEL team to strengthen the database
- 6. Creating a knowledge base-**
 - Share centre related information with the builder
 - Collect case studies from centers and provide appropriate ones for showcasing the program to the Implementor
 - Provide information for Quarterly reports to the Implementor/ Thematic Lead - Day Care Direct Delivery on the overall functioning of the program

Important key skills required-

- Knowledge of grant management
- Knowledge of and interest in the socio-economic and political context of the country
- Excellent Computing skills (should be fluent in MS Office, especially Word and Excel and electronic communication)
- Communication and people's skills – ability to manage and work in a multi-disciplinary and multi-cultural team
- Sound reporting and documentation skills
- Fluency in Hindi and English languages