

About Dhwani Foundation:

Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity & efficacy in the social sector, through organizational development programmes, technology enablers, system & process improvement and sectoral strengthening. Log on to www.dhwanifoundation.org for more details.

Currently foundation's work is spread in Karnataka, Tamilnadu, North-East and other parts of the country, supporting close to 1500 grassroots NGOs through various initiatives. Dhwani foundation also works with the Government, Donors, NGO Federations, Academia and other stakeholder to promote a vibrant and credible social sector. Dhwani foundation is a team of 30 members from diverse fields who bring-in interesting dimensions to the development sector.

Position: Logistics & Admin Manager - Full time

Location: Based in Bengaluru with frequent travel to Southern/Northern states

Key Responsibilities:

The position is based at Bengaluru but requires average 10 days of travel a month. The work involves:

- Assisting in admin & logistics activities of all programmes
- Develop an overall plan and structure for coordination, communication, and logistics management in consultation with Program and Finance Team.
- Contribute to developing budgets for the month and review it with the Program Teams
- Co-ordinate communication on all the training programmes among Leaders, NGO staff and others in the program to ensure full participation
- Ensure vendor management and identify venues, caterers and other needs of training workshops and assist with all preparations
- Monitor all purchases within the program & Dhwani, to ensure cost efficiencies are strengthened
- Ensure all tools / technology / Marketing Collaterals to be provided to NGO partners are distributed in a timely manner (as agreed) for every batch
- Upgrade subject skills and knowledge by additional reading, referring of materials and field practices
- Ensure complete documentation of NGO Partner agreements, all the receivables within agreed time and make recommendations for streamlining finance process

- Ensure all important matters related to communication, gaps, logistics and coordination are brought into the notice of program head
- Submit monthly and quarterly reports to program head and review performance on Quarterly basis
- Open to take any other assignments that are related to the role based on the need and organisational requirement.
- Handholding, monitoring and carrying out assessments for partner NGOs
- Coordinate with Dhwani team members like Finance manager, Executive Director, Trustees etc in order to ensure smooth running of the program
- Adhere to all policies and principles of the organisation and willing to change the geography/partners based on the organisational requirement

Experience:

- Minimum of 2-5 years of work experience in the social sector or corporate
- Particularly worked in logistics & administrative roles handling responsibilities of training venue bookings, training resource management, documentation maintenance for finance, office administrative requirements, travel management.
- Finance & Accounts background will be preferable
- 2 – 3 years in the development sector is preferable

Skills & Knowledge:

- Bachelors Degree in any field
- Prudent planning & execution
- Excellent people skills, be able to collaborate at all levels
- Language skills - two or more languages -Kannada, Tamil, Telugu, Hindi and English
- Must be able to use computer and handle internet, basic Word, Excel, PowerPoint

Salary Offered:

Commensurate with experience

Application Process:

To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with “Logistics & Admin Manager” as the subject line. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.