

### **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.

Our work is spread in Karnataka, Tamil Nadu, Odisha, Jharkhand and North-East of India, supporting close to 1500 grassroots NGOs through various initiatives.

Log on to [www.dhwanifoundation.org](http://www.dhwanifoundation.org) for more details.

**Position:** Junior Associate – Technology Solutions (Full time)

**Location:** Chennai

### **Purpose of the Job:**

The Junior Associate role is tasked with providing his/her technical and professional expertise for the Technology Solutions Program. The prime focus areas will be Requirement Analysis, Testing, Implementation & Support of our software products for the NGOs. A general understanding of technology and software development is expected.

### **Key Responsibilities:**

- Develop knowledge of multiple cloud-based solutions developed by Dhwani for the social sector.
- Engage with customers, understand their requirements, and provide customized workable solutions.
- Train NGO' staff on using the various solutions.
- Responsible for providing on-going support for partner NGO's, monitor & encourage regular usage of the technology solutions.
- Research for any existing open source or other suitable software already available for new features.
- Contribute to standardizing processes, documentation, developing user manuals and the like.
- Testing of periodic releases of the software.
- Metrics based approach to drive excellence in exceeding partner expectations.

### Experience:

- At least 3 years of experience in using and implementing cloud-based software

### Skills & Knowledge:

- Should have a Graduation or above in Computer Science or Computer Applications
- Should be technology oriented and knowledgeable of newer trends available
- Should be self-driven and take complete responsibility of Goonjan implementation at partner organizations located across the country
- Exposure to social sector is not mandatory but is a plus
- Working knowledge of Tamil & English.
- Must be comfortable with MS office suite
- Should be a good team player with efficient multi-tasking ability

**Salary Offered:** Commensurate with experience

### Application Process:

To apply for this position, share your CV with a covering letter to [divitha@dhwanifoundation.org](mailto:divitha@dhwanifoundation.org) with "**Junior Associate - Technology Solutions**" as the subject line and with CTC, ETC and notice period details.

Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.