

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 for more details.

Position: Asst. Program Manager – DrishtE (Full Time)

Location: Based in Bengaluru with travels across programme locations.

Purpose of the Job:

Guide, Monitor and provide technical support to DrishtE NGO partners to enhance knowledge, and enable effective self-implementation of good governance practices in their organizations (Partners), thus help them to make a significant impact on the communities that are served by them.

Key Responsibilities:

A. Support in managing DrishtE -eLearning platform.

- Engage with communication team to create social media posts / videos for promoting DrishtE e-Learning program for NGOs across India.
- Monitor Enrolment of the learners on a regular basis across all the available languages and states
- Verify support documents provided to ensure authentication of the registered users and take appropriate action as prescribed in the enrolment guidelines for DrishtE.
- Monitor progress of participant organizations daily.
- Provide feedback / status to the required participant organizations.

B. Support in content creation:

- Support in updating the available content, Manage the support site by updating FAQs, Reference documents etc. on regular basis.

C. Data analytics:

- Generate monitoring reports on daily / weekly basis
- Generate reports to provide insights into Progress, Challenges, and possible remedies for the challenges that are emerging.

D. Create a continuous engagement with DrishtE learners through weekly connects, monthly webinars, bulletin/Newsletters.

- Managing DrishtE bulletin as per the schedule
- Schedule helpdesk support connects on weekly basis, language wise, connect with respective state teams to leverage helpdesk support in respective language.
- Manage, schedule monthly webinars for DrishtE partners and ensure minimum of 300+ attendance across all the languages.

Skills & Knowledge:

- Minimum 5 years of experience in NGO sector.
- Multiple language skills – English & Hindi is mandatory, Kannada, Telugu & Tamil can be an added advantage
- Technical Skills – Computer skills and ability to understand technical language
- Good interpersonal & communication skills.

Salary Offered: Commensurate with experience

Application Process:

To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with "Asst. Program Manager – DrishtE" as the subject line. Mark a copy to divitha@dhwanifoundation.org Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.