



Project Manager – Web Platform

About Ummeed:

India has millions of children with developmental disabilities, and the access to and availability of therapists and developmental paediatricians is very low. Ummeed is one of India's premier non-profit organizations providing family-centred care to children with developmental disabilities and their families. We believe that all children with developmental disabilities can be included in society and reach their maximum potential, if given the chance. As an organization with a workforce of over 90 committed professionals, Ummeed's transdisciplinary approach works towards:

- Helping children with developmental disabilities
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively

The team at Ummeed is a diverse group of highly passionate, motivated and talented individuals. Ummeed offers its team members opportunities to grow professionally and personally, inculcating and reflecting a strong culture of supervision and mentorship and the space for continued learning.

About the Project:

Over the years, as Ummeed has worked with low income families, parents have told us that information on developmental disabilities is hard to come by – information that addresses their concerns, is simple to understand, in a language they are comfortable with and from a source they trust.

Ummeed professionals respond to this need on a one-on-one basis when they meet parents, but there is a need to do this at a much larger scale.

Through the use of technology, Ummeed's Platform Project aims to provide information about developmental disabilities to the parents/caregivers of children with disabilities. We have commenced the pilot phase to build and disseminate content in the form of videos in Hindi, with English subtitles.



Post pilot, additional video content will be created for more developmental disabilities, and the Hindi videos will be dubbed in regional Indian languages. Other functions may also be added to the platform which may include support groups (moderated discussion forums) and online consults.

**About the Position:**

We are looking for a Project Manager to plan, execute, track and monitor various aspects of the Platform Project.

Primary Responsibilities:

Assist the Programme Manager in managing, tracking and reporting progress across various work streams (Content, Feedback, Dissemination, Resources) of the Platform Project.

Responsibilities of the Project Manager with respect to the content stream will include:

- Planning the pre-production steps of various video modules
- Coordinating with Ummeed staff to get the key messages documented and reviewed
- Liaising with film makers and Ummeed staff (Clinician, Clinical Content Developer) to schedule the co-creation of the script
- Follow the video creation process and create a plan for the video shoot and/or animation
- Tracking and reporting progress of the video modules to the Programme Manager
- Suggest updates to the video creation process based on learnings
- Plan and track the development (by the Clinical Content Developer) and review (by Clinician) of multilingual text that needs to be put on the web platform

Responsibilities across other work-streams include:

- Track and report technology development milestones
- Co-ordinate, track and report dissemination progress
- Track fundraising activities and assist in measuring actual spends against budget
- Plan and coordinate feedback sessions and assimilate feedback

Minimum Qualifications:

Graduate in any stream.

5 years' work experience, with at least 1 year of project management (or similar) experience in the not-for-profit sector or IT industry

Essential Skills Required:

- Excellent interpersonal skills to ensure Ummeed staff and external vendors associated with the project are following the plan and informing him/her of any risks, issues or delays

- Good oral communication skills to liaise with Ummeed staff, external vendors, families of children involved in the shoot
- Good written communication skills to report progress to the Programme Manager and other stakeholders
- Excellent organization skills to plan and coordinate video shoots and other aspects of the Platform Project
- Good problem solving skills to deal with problems and find solutions or work-arounds
- Should show initiative to plan, execute, anticipate risks and report status of the project or parts of the project
- Good excel skills for creating/updating a project schedule, or parts of a programme schedule (MS Project skills will be an added plus)

Desirable skills:

- Awareness of web, mobile technologies to enable him/her to liaise with technology vendor for technology development
- MS Project skills for creating a project schedule

Reporting to:

- Programme Manager

The above is a full-time position involving 8 hours per day, 40 hours a week.

We encourage parents of children with disabilities to apply.

Candidates meeting the criteria may email their updated resumes to careers@ummeed.org.

