

JD – HR Intern | Mumbai

EdIndia Foundation

Background:

EdIndia Foundation (www.edindia.org) is a not-for-profit organization focused on leveraging technology and data analytics to create innovative solutions to impact education at scale. EdIndia believes that Technology has a huge potential to impact government schools at scale. EdIndia Foundation is the strategic CSR arm of Sterlite Power, and is member of **Global Collective for SEL and Digital Learning** set up by UNESCO.

EdIndia is reaching out to its clientele – teachers in particular and the school education system in general – through its programmes **Pragyan**, **Nirnay** and **Teachable**.

Pragyan is intervening in Government Schools and Institutions impacting more than 2 lakh teachers from Maharashtra, Rajasthan, Tripura and Uttarakhand. The project aims to support teachers in enriching their classroom teaching/learning practices by making available teaching ideas and content as well as by discussing relevant issues through various e-platforms.

Nirnay is aimed at building a data driven culture in public eco-system. It analyses secondary data already available within the education domain and makes it available to a range of stakeholders to enable clear pedagogic and administrative implications. It is active in Tripura, Mumbai Municipality Arunachal Pradesh and Chhattisgarh.

Teachable is a program aimed at pre-service teachers (those studying for Teachership). It is creating content and addressing training requirements for Pre-Service Teachers for Chhattisgarh and Uttarakhand. The project is one of a kind aimed at creating a cadre of skilled **Future Teachers** for India.

We at **EdIndia Foundation** are looking for a **Human Resource Intern** to join our team to support end to end HR responsibilities.

Key Responsibilities:

- Screening and shortlisting profiles as per the JD and specifications shared by the stakeholder
- Handling coordination of interviews
- Organizing and managing the talent pool from varied sources
- Working on documentation and maintenance of trackers to share daily reports
- Manage induction and prepare presentations for meetings

You could be a good match if you are:

- Proficient with English and MS Office
- Available to join immediately for 3 months
- Okay to work from office

Perks:

- Certificate
- Flexible work hours
- Informal dress code
- 5 days a week

Location: Mumbai (Thane)

Remuneration & Benefits: Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

In case you are interested, share your CV with the subject line "HR - Intern" to hr@edindia.net

EdIndia Foundation is a section 8 not for profit company focussed on leveraging technology and data analytics to create innovative solutions to impact education at scale. EdIndia has been provided incubation support by Sterlite Power and its group companies.

About Sterlite Power: Operating out of India and Brazil, Sterlite Power (<https://www.sterlitepower.com/>) is a leading integrated power transmission developer and solutions provider globally. It is focused on addressing complex challenges in the sector by tackling the key constraints of time, space and capital.