JOB DESCRIPTION: PROGRAMME ASSOCIATE

MUMBAI, MAHARASHTRA

Position Details

Organisation	Telerad Foundation
Position	Programme Associate – CSR Cell
Position Type	Full-time, Work from Office
Location	CST Fort, Mumbai
Experience	1–2 years
First Round Interview	Online
Final Interview	Offline, Fort, Mumbai

About Telerad Foundation

Established in 2007, Telerad Foundation (TF) is a Bengaluru-based healthcare-focused not-for-profit organisation committed to improving access to quality healthcare for underserved communities across India. Working with governments, healthcare institutions, CSR programmes and community organisations, TF delivers integrated healthcare solutions through telemedicine, mobile health services, diagnostics, specialist care, health education, community outreach and strengthening of public healthcare facilities.

Role Summary

The Programme Associate will support the CSR Cell of our partner organization in Mumbai, Maharashtra and provide programme coordination, data management, reporting, documentation and administrative support to the reporting manager. The role will involve consolidating programme information from the field, preparing reports and presentations, coordinating with stakeholders, tracking CSR proposals and facilitating meetings and follow-up actions.

Key Responsibilities

1. Programme Data Collection and Management

- Coordinate with field teams, district health authorities and relevant departments to source programme data, implementation updates and progress reports.
- Compile and organise data, check for completeness and consistency, and follow up on gaps or delayed submissions.
- Maintain programme trackers and consolidate information into structured databases, tables and summaries.

2. Reports, Briefing Notes and Presentations

- Prepare reports, dashboards, briefing notes and presentations for the reporting manager, highlighting programme progress, achievements, implementation gaps and issues requiring attention.
- Compile background information and supporting documents for meetings, reviews and official engagements.
- Update reports and presentations based on feedback and instructions.

3. CSR Proposal and Correspondence Management

- Maintain records of CSR proposals, projects, partner organisations and implementation status.
- Review letters and proposals for completeness and supporting documents, prepare summaries, and track their status.
- Assist in drafting routine correspondence and follow up with departments and stakeholders on pending matters.

4. Meetings and Stakeholder Coordination

- Coordinate meetings and appointments, prepare agendas and background documents, record minutes and maintain action-point trackers.
- Coordinate with CSR partners, implementing organisations, government departments and district-level functionaries to obtain information and updates.
- Support visitor coordination and maintain records of appointments, meetings and follow-up actions.

5. Stakeholder Directory and Records Management

- Develop and maintain an updated, categorised contact directory for the reporting manager, covering relevant government officials, district functionaries, CSR partners and other stakeholders.
- Maintain organised physical and digital records of correspondence, proposals, reports, meeting minutes and programme documents.
- Handle official information responsibly and maintain confidentiality in accordance with applicable procedures.

6. General Administrative Support

- Support the day-to-day coordination and administrative requirements of the organisation.
- Undertake other programme-related documentation, coordination and follow-up tasks as assigned by the reporting manager.

Qualifications, Experience and Skills

- Graduate in any discipline; qualifications in management, public health will be an advantage.
- 1–2 years of experience in programme coordination, administration, documentation, data management or stakeholder coordination.
- Proficiency in MS Word, Excel and PowerPoint, with the ability to prepare structured reports and presentations.
- Fluency in AI tools such as ChatGPT, Microsoft Copilot or equivalent for data organisation, summarisation, report drafting and presentation preparation.
- Good communication skills in Marathi and English; Hindi proficiency will be an advantage.
- Strong organisational skills, attention to detail, discretion and the ability to manage multiple assignments and deadlines.

Key Deliverables

- Updated programme data and CSR project trackers.
- Reports, briefing notes, dashboards and presentations for the reporting manager.
- Maintained correspondence records, meeting minutes and action-point trackers.
- Updated stakeholders contact directory.
- Timely follow-up on assigned activities and pending matters.

Reporting and Working Arrangements

The Programme Associate will be employed by Telerad Foundation and deployed full-time at its partner office in CST Fort, Mumbai, on a work-from-office basis. The resource will report to the reporting manager or the partner organization and will work in accordance with applicable office procedures and instructions from authorised officials.

Application Process

Please email your CV to info@teleradfoundation.org or WhatsApp your CV to 901 996 1400.
Email Subject: Programme Associate – Fort, Mumbai
Please save your CV as: Your Name – Programme Associate.pdf