

ABOUT HABITAT FOR HUMANITY INDIA

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

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Title: TOR for Process Documentation Consultant

Location: Delhi

Objective: To hire a process documentation consultant from June 2023 to end of February 2024 for the following:

Responsibilities:

1. Coordinate the collection of project documentation with the different project department leads,
2. Systematically organize and file all project documentation (hard copy and soft copy),
3. Help the MEAL and Finance team verify documentation of the project, ensuring all documentation is accurate and complete.
4. Provide ongoing support to the project team as needed.
5. Capture and document best practices from the project
6. Write the Interim and Final report under the guidance of Programme team

Qualifications:

1. Bachelor's degree in a related field (such as communication, project management, etc.)
2. Experience in institutional reporting or writing preferred
3. Strong knowledge of EU grants and process preferred
4. Excellent writing, analytical and problem-solving skills
5. Strong communication and interpersonal skills
6. Ability to work independently and as part of a team
7. Proficient in Microsoft Office Suite, especially Word, Excel, and Power BI
8. Must be able to travel locally 30% of the time.

Duration: One year June 2023 – March 2024

Reporting: The process documentation consultant will report to the project manager and will work closely with the project team.