



**When you work with Pravah you walk the thin line between...**

**Work and Fun**

**Sacrifice and Social Responsibility**

**Indiscipline and creativity**

**Hindi and English**

**Black and White**

**Right and Left**

**Me and We**

## **ABOUT PRAVAH**

Pravah (<https://www.pravahindia.org/>) was formed in 1993 with the mission to work on the 'prevention' of social conflicts by developing social responsibility and personal leadership among young people (adolescents and youth). We believe that social change is effected through a deep mindset change of individuals and along with the empowerment of the socially excluded it is imperative to hugely shift the attitudes of individuals in powerful decision-making positions, in order to change the social structures that marginalise communities.

It is kept alive by an active and engaged Governing Board and a strong and professional executive team and is being fulfilled through the design and delivery of innovative experiential learning and action programs with diverse groups of young people across the country. We also train teachers, support youth-led initiatives, incubate new organizations, and partner with other organizations to mainstream youth development and active citizenship by providing organizational development and programmatic support. We are also engaged in influencing public policy in the field of youth.

More often than not, young people have preoccupied with four spaces that society legitimizes them to inhabit. These are 1) Family 2) Livelihood/Education 3) Friends and 4) Leisure (which includes entertainment, worship, and sports among others). There is one very vibrant space although quite marginalized that young people also occupy, which we call the 5th Space - a concept to inspire and facilitate young people to expand beyond the typical 4 spaces of career education, family, friends, and

leisure by creating this space in the mentioned four spaces through exploring a journey from self to society and back. This is where young people understand themselves and engage in social action. It focuses on the self-transformation of youth as much as on transforming society through them. The 5th space is co-owned and co-led by young people and adults, provides deep cross-border experiences (including across borders of caste, class, gender, and religion), and is a space for 'reflection' (wherein the best traditions of experiential learning, action is taken to learn about the self and reflection precedes and succeeds this action).

Annually, our total outreach is approx. 30,000+ young people, support/mentor 100 social entrepreneurs/youth organizations, and work with over 100 partners.

So when you work (we prefer to call it 'walk' with us), you actually work with many others - young people, teachers, other organizations, and the larger civil society – all from as diverse worlds as you can imagine.

Pravah is currently on a new curve of expansion – both in size and the scope of its interventions. To support it, a number of exciting opportunities have arisen for the engagement of inspired and committed people with diverse levels of skills and experience in Pravah.

In the current phase of our journey, we are looking for an inspired and committed Programme Coordinator to work with us. Read on to know if it could be you!

**Job Description:** Associate Consultant - Ecosystem Capacity Building (Digital Transformation)

**Location:** New Delhi

**Type:** Full-time

**Specific Responsibilities include:**

1. *Strengthening Data Systems and Organisational Learning*
  - Support the implementation of Pravah's Digital Transformation strategy.
  - Design and strengthen integrated data systems aligned with Pravah's Monitoring, Evaluation and Learning (MEL) framework.
  - Improve data collection, management, analysis, and reporting processes across programmes.
  - Develop and maintain dashboards and visualisations that enable real-time insights and evidence-based decision-making.
  - Support programme teams in using data for reflection, learning, adaptation, and impact measurement.
  
2. *Improving Internal Operations and Systems*
  - Build and optimise digital workflows within the Microsoft 365 ecosystem, including SharePoint, Power Apps, Power Automate, and Power BI.
  - Streamline organisational processes by reducing duplication, automating routine workflows, and improving access to information.
  - Strengthen organisational knowledge management and ensure effective information flow across teams.
  - Ensure data quality, accessibility, security, and compliance across systems.

3. *Impact Communication and Organisational Effectiveness*
  - Develop user-friendly dashboards and reporting systems that help communicate organisational impact to internal and external stakeholders.
  - Support teams in generating meaningful insights and evidence to strengthen programme quality and stakeholder engagement.
  - Contribute to strengthening organisational effectiveness through systems integration and process improvement.
  
4. *Digital Innovation and Future Platforms*
  - Support the exploration and development of future digital learning and engagement platforms, including Learning Management Systems (LMS) and youth-facing digital tools.
  - Conduct research on user needs, emerging technologies, and best practices relevant to digital engagement and learning.
  - Coordinate with technology partners, consultants, and vendors to ensure effective implementation of digital initiatives.
  
5. *Change Management and Capacity Building*
  - Support staff adoption of new digital systems and tools.
  - Facilitate training and capacity-building processes for teams using digital platforms.
  - Monitor project progress, identify risks, and contribute to successful implementation of digital transformation initiatives.

**We are looking for a person with**

**Experience and Education**

- Postgraduate degree in Computer Science, Information Systems, Technology Management, Data Analytics, or a related field preferred.
- 1-3 years of relevant experience in digital systems development, digital transformation, data management, MIS, MEL systems, or technology-enabled organisational development.
- Experience working with Microsoft 365 tools, particularly SharePoint, Power Apps, Power Automate, and Power BI.
- Experience coordinating technology projects and working with multiple stakeholders.
- Experience or exposure to social impact space

## Skills

- Strong systems-thinking and problem-solving abilities.
- Curiosity to learn about new innovations and technologies.
- Ability to translate organisational needs into practical digital solutions.
- Strong analytical and data visualisation skills.
- Excellent planning, coordination, and project management skills.
- Ability to work collaboratively across teams and functions.
- Strong written and verbal communication skills.
- High attention to detail and commitment to quality.
- Comfort with experimentation, learning, and continuous improvement.

## What We Offer

- An opportunity to shape and lead a critical organisational transformation journey.
- A deeply value-driven team with over 30 years of experience in youth development and social change.
- Space to innovate, experiment, and build systems that strengthen organisational impact.
- A culture that values learning, reflection, collaboration, creativity, and inclusion.
- The opportunity to contribute to building the future digital infrastructure of a leading youth development organisation.

If you are interested in working towards nurturing youth and adolescent leadership and think you will be a good fit for the position, please send your CV along with a cover letter to [jobs@pravah.org](mailto:jobs@pravah.org) with the subject line: **Application for Associate Consultant – ECB (DT)**

We will be interviewing shortlisted candidates on a rolling basis. You will hear from us if your CV is shortlisted for the position.

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