



MASOOM – LIGHTING UP NIGHT SCHOOLS

Masoom believes that providing quality educational resources that are lacking in night schools, gives students who work during the day a chance to learn, and to access better career opportunities and a brighter future. Masoom's vision is to support youth learn while they earn and mission is to enable night school students achieve full potential through.

- Masoom began its intervention in 2006 with a participatory research project on 5 night schools in Mumbai
- Currently Masoom is running its intervention program in 15 night-schools
- Presently working in night schools in Parel, Wadala, Dadar, Mumbai Central, Kurla and Worli

MASOOM TEAM

The Founder and CEO of Masoom, Nikita Ketkar, is a postgraduate in Political Science from Mumbai University. Nikita has an exciting and varied background; she has worked as a Journalist, a Lecturer and a Social Worker before qualifying for the Indian Civil Services. After spending over three years in various administrative positions in DRDO, Air Head Quarters and in NCC Directorate, Nikita moved out of ICS to work with charitable organizations.

In 2007, Nikita completed a social research project examining the conditions of the Night Schools in Mumbai. This served as a turning point in her life, a new venture was born. Nikita established Masoom, a dedicated NGO that addresses the infrastructure and quality of education provided in night schools, with the intention to improve the learning environment and the future prospects amongst the less privileged students.

Masoom has an enthusiastic 10-member team across the "School Transformation Program", the "Career Cell" and communications, Accounts and Administration departments. Many of the implementation team-members are people who were educated in Night School or Night College in the past and they understand the system very well.

MASOOM MODEL

Currently **the only non-profit in the city intervening in night schools**, Masoom has a three pronged strategy to transform existing night schools which is implemented by adopting the night school and includes:

1. **Educational infrastructure building and support:** We provide schools with textbooks, notebooks, workbooks, science mobile laboratory, maths kits, library and evening meals
2. **Capacity Building support:** Our capacity building support it to strengthen the trustees, make teachers effective, students more participating, parents involved and non-teaching staff engaged.
3. **Advocacy:** We have successfully influenced policy decisions that are favorable for night school students. Our work ensured that for the first time, night schools featured in the Maharashtra Human Development Report 2009.

MASOOM – FROM 2008 TO 2011

Following are some of our achievements in the last 3 years

INFRASTRUCTURE, INPUTS AND STUDENT ENGAGEMENT	CAPACITY BUILDING
<ul style="list-style-type: none">• Moved from 2 schools to 15 schools• Nutrition and other resources from 100 to 1000 students• Enrollment increased from 5 to 65 out of school students• Access to braille program from 12 to 40 students	<ul style="list-style-type: none">• SSC pass rate :from 37% to 72%• Teachers trained :from 12 to 100• Students counseled :from 6 to 60• Scholarships :from 14 to 47• Access to technical courses :from 0 to 7• 3 school achieved 90% and above results in SSC

MASOOM SCHOOL TRANSFORMATION PROGRAM

Masooms school transformation program is about grading night schools and then working with the schools to upgrade them. The school transformation program has a parameter tool to assess the schools and based on the assessment Masoom works closely with the schools to upgrade them. The parameters range from trustee involvement in the school administration to the parents involvement and teachers teaching quality. Masoom has graded the schools based on these parameters and Masoom will be working with the schools to upgrade them. For each of the parameters, there are quantitative and qualitative tools to measure the program outcome. Thus upgrading a school to grade A level means that the goal set out by Masoom for that school has been achieved.

GROWTH AND SCALABILITY – VISION 2015

Masoom intends to leverage their impressive background in research and their focused approach to increase the passing percentage of night school students by 50% in 5 years. It has a first mover advantage and a good understanding of the importance of advocacy and policy change. Masoom has an ambitious **growth plan of addressing 50 schools by the year 2015** from the current number of 15 schools.

FREEZE THE SCHOOL TRANSFORMATION PROGRAM

The success of Masoom model can be measured in term of upgrading a school from the current level to the “A Category” school. This transition is targeted to happen in a span of 3 – 4 years from the time Masoom intervention program starts in a school. Once a school achieves the “Category A” results, the model becomes a “self running” one and can operate with minimal support from Masoom. The entire **transition and transformation process** needs to be worked out.

NEED TO STREAMLINE MASOOM MODEL

Masoom is very keen on working on a replicable model which can be used for increasing its impact footprint with the help of other NGO partners who will help Masoom scale up. This will enable Masoom model to spread quickly to all the night schools in Maharashtra. **The current model needs refinements and strategic inputs** so that some drastic improvements can be brought in.

For more details about Masoom, please visit <http://www.masoomeducation.org/>

THE ROLE - FINANCE MANAGER

The role of the finance manager is to manage all the financial and accounting matters of the organization. This would include budgeting, taxation, accounting, investments and audit. The finance manager will report directly to the CEO of the organization.

RESPONSIBILITIES

- **Budgeting:** Creating and maintaining organization's budgets. Creating various formats for different donor organizations
- **Taxation:** Managing income tax and charity commissioner and other compliances
- **Accounting:** Managing petty cash, vouchers, supporting, quotations, expense reports, bank reconciliation and maintaining the finance / accounts MIS
- **Investments:** Managing organization's investment and corpus management
- **Audit:** Internal Audit

PREFERRED REQUIREMENTS FOR THE POSITION

- Graduation completed (commerce background)
- Work experience of 5-7 years in the field
- Knowledge of tally and other financial tools
- A strong knowledge of audit
- Basic knowledge of Microsoft Office (Word, Excel, Power Point).
- A commitment of at least two years with us

What we expect from the candidate	What we offer to the candidate
<ul style="list-style-type: none">• Strong result orientation• Creative at resource management• Ability to work well under pressure• Ability to work under ambiguity• Focus of quality and• Proactive and a high sense of ownership <p>Most importantly, passion to work for the sector and a commitment towards the mission of the organization</p>	<ul style="list-style-type: none">• Opportunity to work in a challenging domain with a great scope of creative and impactful work• Opportunity to bring new ideas and thought to table and support in their execution• Tremendous autonomy and respect for thoughts.• Opportunity to be part of the growth phase of an organization with a clear vision• Compensation package of 20K pm

Interested candidates should send a supporting cover letter and CV to contact masoom.hr@gmail.com by 18th Feb 2012