

## Advertisement for the post of IUCAA Creche Assistant Coordinator

IUCAA Creche is a childcare centre for about 15 children which includes infants, toddlers and school going children, in the age group of 8 months to 12 years. It aims at providing quality care, based on modern, scientific and professional principles to children of the families of IUCAA employees.

No. of positions: 1 (contractual)

Job type: Fulltime

Duration: 1 year (extendable annually based on the performance and need)

Remuneration: Rs. 12000/- per month (Consolidated)

Timings: 08:45 am to 05:45 pm (Monday to Friday), 09:00 am to 01:30 pm (Saturday)

Qualification (essential):

(i) Diploma in childcare/pre-primary education or Bachelor's degree with experience relevant to the position.

(ii) Fluency in English, Hindi, Marathi for communicating with children and parents/guardians.

Job Responsibilities:

- Assist the creche coordinator in all the planned activities of the creche.
- Share responsibility with the coordinator for the upkeep of resources, arrangement, appearance, and overall safe environment of the creche.
- Monitor and supervise duties of the daycare helpers.
- Track and ensure the children's eating and sleeping requirements are addressed as per parents' request.
- Communicate regularly with parents/guardians.
- Ensure safety and security of children.
- Ensure a happy and loving environment for the children.

Interested candidates can apply for this position by sending their resume to [creche@iucaa.in](mailto:creche@iucaa.in) on or before **27th January, 2024**. Only shortlisted candidates will receive email communication regarding the details of the interview. For further information regarding these positions, write to the [creche@iucaa.in](mailto:creche@iucaa.in).