

Advertisement for the position of Program Manager – Digital Equalizer

American India Foundation

Position –Program Manager

Program – Digital Equalizer

Location: Mumbai

Background:

American India Foundation (AIF) has been implementing the Digital Equalizer (DE) program across 7359 schools annually in 15 states (and growing) over the last 15 years. DE utilizes technology to bridge the digital divide in India and transform under-resourced schools into dynamic places to teach and learn to create large-scale, sustainable impact in education.

Job Description:

Under the supervision of the Director-Digital Equalizer Program, the Program Manager-Mumbai will have overall responsibility for the effective implementation of the program in multiple cities as per MoUs signed between AIF, Donor and the respective state governments. The candidate must be able to think strategically, work independently and author outputs of very high quality. The candidate will be expected to take on programmatic responsibilities including supervising operations, preparing program briefs and communication material, undertaking dissemination of research findings for influencing change, organizing trainings and workshops.

Key Responsibilities:

- Posting the initial rollout, the scaling and day to day execution of new pilot initiatives
- Working with a team of State Team Leaders and Cluster Coordinators, State Project Director's office, Research Partners and AIF staff to ensure the effective implementation of the Program in Government Schools
- Coordinating the monitoring and evaluation of the program
- Managing relationships with Donors and the state government officials
- Conducting monthly team meetings to discuss the progress of the program and preparing a report on the same
- Conducting regular and random field visits to ascertain the quality of the program on the ground
- Establishing strategic collaboration with major education stakeholders at the state level
- Representing AIF at meetings at the state level
- Managing Public Relations and Communications relating to the project and complying to the reporting requirements of the project

- Advocating for policy and programmatic changes to enhance the quality of education through the use of ICT

Key Skills and Competencies:

- Post Graduate Degree in Social Sciences, Applied Sciences or Business Administration.
- Proven more than three years' experience working with government, quasi government bodies or large multilaterals in the spheres of policy influencing
- Proven track record of developing and managing high quality and innovative education programmes
- Ability to communicate effectively with senior government executives and funders
- Ability to coordinate activities initiated in India and USA
- Strong planning and management skills
- Understanding and experience of Education and its diverse branches of specialty around learning, pedagogy, environment etc.
- Proven track record of resource mobilization from institutional donors, CSR and governments; experience in proposal writing/fundraising
- Experience and understanding of the working of various government education administration systems
- Ability to work with larger virtual teams located across the world as well as India
- Excellent written & verbal communication skills; sound representational abilities
- Good budget management experience
- Entrepreneurial and innovative in approach to the management of objectives
- High personal & professional integrity
- Willingness to travel

Reporting: The position will directly report to Director-Digital Equalizer.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to recruitment@ttcglobal.com with subject line "**Program Manager – Digital Equalizer**". Deadline for applications: **Friday, 4th August, 2017.**

Only applications of short listed candidates will be acknowledged.