

American India Foundation (AIF) – Program Officer- Livelihoods

Program: Livelihoods

Position – Program Officer

Location: Delhi-NCR

Nature of Employment: Consultancy Contract

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 6.7 million lives across 26 states of India. Learn more at www.AIF.org

Program Background:

The Market Aligned Skills Training (MAST) program provides unemployed young people with a comprehensive skills training that equip them with the knowledge and skills needed to secure employment and succeed on the job. MAST not only meets the growing demands of the diversifying local industries, it harnesses youth population to become powerful engines of the economy.

MAST begins with a labor market scan in each region, working closely with employers to develop the market-aligned training curricula that form the heart of the program's skills training. Set over a period of three months, the training combines foundational, workforce readiness skills with industry-specific skills, ranging from retail, basic IT, healthcare to hospitality, creating multi-sector job opportunities for marginalized young people. Upon completion of the training, qualified candidates are placed into entry-level jobs, creating a path to financial independence. In addition to private employment partners such as Reliance and ICICI Bank, MAST is aligned with the framework of the National Skills Development Corporation (NSDC).

Job Deliverables

Key Roles & Responsibilities:

1. Project Management

- a. To lead, monitor & supervise at-least 2-3 assigned projects.
- b. To align current livelihoods projects of AIF with technological adjustments.
- c. To help the program team in writing proposals for skilling project and contribute in annual fund raising target.
- d. To help the livelihoods team in making creative PowerPoint presentations for reports, proposals and other presentations for stakeholders (internal and external).

- e. To help the livelihoods team in EoI, RFP's submission of various CSR and government skill projects under NSDC or State Skill Development Mission, other ministries, UN agencies or International Philanthropies.
- f. To help the livelihoods program team in implementing program activities in accordance with project or activity budgets
- g. Support on-field team thin inputs in project implementation
- h. Travel to field as and when required

2. Mobilization

- a. To connect with University of Mumbai & University of Bangalore and other relevant Colleges of Tier2, Tier3 cities and build outreach and mobilization plans for these locations
- b. To ensure identification and selection of suitable 10,000 candidates for the training program
- c. To ensure candidates enrolment and onboarding over the SkillsBuild platform as per the batch size for the selected courses
- d. To coordinate with AIF training centers for onboarding of candidates on the SkillsBuild platform

3. Training

- a. To ensure quality training of 10,000 candidates on the SkillsBuild platform
- b. To support Master Trainers in carrying out online training of the selected courses and different functions--pre training, during training and post training
- c. To identify suitable courses for the candidates over skillsbuild platform
- d. To undertake back donor's employee engagements with the project, if needed

4. Placement

- a. To establish relations with key employers of the industry and assess their human resource needs on a regular basis
- b. To support the employment facilitator in organizing digital job fairs on the SkillsBuild platform
- c. To ensure internship/placement of candidates trained on the SkillsBuild platform

5. Events

- a. To organize meetings, facilitate cross-learning and sharing of best practices in consultation with AIF
- b. To facilitate digital Job fairs for better employment opportunities
- c. To network with local stakeholders like state government, development agencies and other relevant organizations to showcase the achievements of the program

6. Monitoring & Reporting

- a. To prepare and submit various programmatic and financial documents and reports on monthly, quarterly, half yearly and annual basis to line manager
- b. To ensure data entry of 10,000 candidates on AIF MIS with supporting documents as evidence
- c. Support the project with MEL activities being undertaken on the ground including reporting on those activities
- d. Any other task assigned by line manager that might emerge depending upon the need and opportunity decided by AIF

Key Skills:

- a. Master Degree in communication/ business management/human resource/information technology/social work, or related field
- b. Six (6) plus years' previous experience as Project Manager/Program Officer or related position in technology driven skill development training projects
- c. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- d. Experienced digital savvy person with proven track record of imparting or facilitating digital skills
- e. Excellent powerpoint presentation skills
- f. Experience with technologies and best practices for instructional manuals
- g. Strong project management skills with the ability to supervise multiple projects
- h. Good interpersonal skills and communication with all levels of management
- i. Good networking abilities with flair for building long-term partnerships
- j. Organized and able to create multiple timelines, budgets, and schedules
- k. Able to multitask, prioritize, and manage time efficiently
- l. Excellent leadership, team building, and management skills
- m. Encouraging to team and staff; able to mentor and lead
- n. Excellent verbal and written communication skills
- o. Able to analyze problems and strategize for better solutions
- p. Ability to work under pressure and disciplined

Reporting: The position will directly report to Program Manager- Livelihoods

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV alongwith current and expected salary and notice period to indiarecruitments@aif.org with subject line "**Program Officer- Livelihoods**" by 28th October, 2020.

Only applications of shortlisted candidates will be acknowledged.