

American India Foundation (AIF) Senior Program Manager (Employment Programs)

Position - Sr. Program Manager (Employment programs)
Program – Livelihoods
Location: Delhi-NCR
Reporting Relationship: Director – Livelihoods/ CEO- MASF
Nature of Employment – Fixed term
Duration – 2 years

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

About the Program:

AIF has two of its flagship programs in the livelihoods domain:

Market Aligned Skills Training (MAST) provides underprivileged youth with skills training and access to formal employment opportunities. It addresses the systemic imbalance between millions of the country's disadvantaged youth lacking education and basic skills, and its growing industries in need of a skilled workforce. Working closely with employers, to develop market-aligned curricula that meets the need of the industry across the country, AIF provides a three-month vocations training and workplace readiness program to underprivileged young people to empower them with the knowledge and skills needed for employment and success. MAST promotes increased participation of women in the workforce through appropriate skilling and gender mainstreaming. It also promotes entrepreneurship culture amongst women thus making it aspirational to the population at the bottom of the pyramid.

Ability Based Livelihoods Empowerment (ABLE) trains persons with disabilities in fundamental and specialized skillsets and facilitates their entry into the job market through a robust advocacy platform for disability inclusion, promoting inclusive growth in India. With specialized curriculum development for the visually impaired, hearing impaired and orthopedically impaired, the program combines assistive technologies and workplace solutions with career counselling while building capacity of NGOs across India to ensure equal opportunities for all persons with disabilities.

Cumulatively, both these programs have benefitted 1,40,840 individuals (as on 31st March 2020) with 1,02,675 having gained employment across 23 States of India. From among those benefitted, 41% are women and 16,167 (11%) are persons with disabilities.

*AIF has initiated the **Market Aligned Skills Foundation(MASF)** a Section 8 company, 100 % owned by AIF. The new company will house all of AIF's Livelihoods program gradually over the next few years. The successful candidate will be hired as Sr. Program Manager in AIF but subsequently this position is intended to transition in MASF.*

Key Roles & Responsibilities:

Project Management

- Design strategies in line with the vision and mission for the program for the next 5 years
- Responsible for overall implementation of the Employment programs under Livelihoods at the national level, with the support of the team.
- Manage the effective and efficient end-to-end achievement of proposed outcomes of multiple Employment generation projects under the Livelihoods program.
- Responsibilities would entail Donor Management, Achieving Placements, Quality Delivery of Training, Government Relations and Advocacy.
- Responsible for documentation and timely reporting internally and to donors.

Program Expansion

- Work closely with the Program Director to expand the programs through Government Projects as well working closely with AIF's Strategic Partnerships team to facilitate fund raising.
- Ability to conceptualize, innovate and write concept notes will be a necessity.
- Explore program expansion opportunities through Government Schemes such as Central Government, State Government, NSDC, Sector Skill Councils etc.

Financial Management

- Responsible for effectively and efficiently managing the budget allocated for the project location(s).
- Support Program Managers in preparation of the program budget for the respective location

People Management

- Determine the human resources requirements as per the program strategy, available budget, opportunities and operations' requirements.
- Ensure timely and quality performance appraisal of staff in line with the organizational guidelines.
- To address human resources development needs of the program team and work closely with HR for its implementation.

Qualification and Experience:

- Minimum 10 Years of Experience in Managing Skill Development and Placement projects with extensive understanding of the Government funding mechanisms.
- Post-graduation in Social Sciences & Management

Skills and Competencies:

- In-depth understanding of livelihoods sector and programs especially on employability, entrepreneurship programs and market based solutions.
- Understanding of skilling needs for youth and unorganized communities and the types of interventions need.

- Very high level of understanding of technology aspects both in terms of delivery through digital platforms as well technology based monitoring.
- Candidate should be able to gradually transition the program to a paperless management system.
- High level of team management and interpersonal skills and exhibits self-awareness
- Proven track record of developing and managing high quality and innovative Employment programs
- Excellent written & verbal communication skills; sound representational abilities.
- Strong networking and representation skills with both internal and external stakeholders
- Good research and data analysis skills with program planning and design, monitoring and evaluation techniques
- Good financial and budget management experience
- Strong Leadership skills
- Good knowledge about government regulations and policies
- Willing to travel extensively to and within project locations.
- High personal and professional integrity.

Other: Salary commensurate with experience. Initially contract shall be issued for fixed term for 2 years, which shall be renewed on the basis of requirement of the program and performance.

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 indiarecruitments@aif.org with subject line “**Senior Program Manager (Employment Programs)**”.

Deadline for applications: **30th December, 2020**

Only applications of short listed candidates will be acknowledged.