

## **American India Foundation (AIF) State Program Manager- LAMP**

**Position** – State Program Manager

**Program** – Learning and Migration Program (LAMP)

**Reporting** – Program Director

**Location** – Gujarat

### **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](http://www.AIF.org)

### **About Program:**

Learning and Migration Program (LAMP) provides access to quality education opportunities to children in areas of migration, while also advocating to communities and governments the universal right to education. Till today the program has covered 2279 villages across 11 states in India and 583,877 students.

### **Key Responsibilities:**

The position is responsible for the overall operational support in implementation, partnership management and in monitoring and evaluation of LAMP intervention in Gujarat, Maharashtra, Rajasthan and Madhya Pradesh. The position will oversee development of partner relations with the Ministry of Education, district and state government officials in maintaining effective linkages. The position shall also coordinate with technical support agencies in maintaining quality standards during execution of project deliverables. The position shall network with likeminded organization/ corporate for further scaling up of project under co founding partnership mode.

### **Develop Linkages:**

- Establishes and maintains regular contact with the government officials, project implementing partners at state and district level and contribute to policy advocacy for adopting innovative approaches of demand generation and service delivery.
- Facilitate leveraging of government resources directly as well as indirectly (human resource, schools and other components) for improving access to quality education through the PPP approaches.
- Explore avenues for new partnerships by Identifying and initiating new funding sources to diversify the program and effective management of the donor relationships, in coordination with the Program Director.

### **Building Partnerships:**

- Help in identifying credible partner NGOs who can partner with the foundation to develop and implement the program that will positively impact education outcomes.

#### **Program Implementation:**

- Work closely with partner organization and ensure that project objectives and targets are met through participatory project planning and strategy development. Conceptualize and articulate strategies for refining or assessing promising areas to address education issues.
- Lead direct implementation of ongoing projects and ensure quality outputs and impact.
- Budget-expenditure control and support in the establishment and monitoring of standard operating procedure for system strengthening and quality improvement.
- Coordinate overall program and oversee office management and grants agreement compliance. Make critical contributions to effective grant implementation by managing and solving challenges.
- Facilitate in developing strategies with timeline for sustainability and replication and a smooth transition of human resources.

#### **Capacity Building:**

- Facilitate and coordinate high quality and timely trainings of project staff and other stakeholders.

#### **Monitoring and Evaluation:**

- Coordinate with government, implementing partners and consultants in conducting routine monitoring, baseline, midline, end line surveys, and facility based assessments.
- Facilitate the development, implementation and strengthening of MIS. Undertakes field visits to monitor programs as well as conducting periodic program reviews with government counterparts and other partners. Provide feedback to senior management on a regular basis.
- Rigorous impact assessment, monitoring and subsequent documentation and dissemination of the results leading to the further scale-up of models.
- Prepare regular monitoring reports, both for AIF donors and internal audiences, on the progress being made by the NGOs and the outputs, outcomes and impacts.

#### **Team Management**

- Managing the state team and provide effective mentoring to team and develop their skills and capabilities.
- Undertake periodic progress meetings and bi-annual appraisal meetings.
- Develop strong and effective internal relationships with colleagues in all teams, through appropriate communications and networking at all levels.
- Develop synergies between operating teams and relevant support functions.

#### **Skills & Competencies:**

- Doctorate/Postgraduate with at least 7-8 years of experience preferably in the Education Sector/ Governance/ CSR.

- Individual having experience of working with Government officials and CSR team of the corporate, PSU would be added advantage.
- Operational experience of implementing programs across regions in the Gujarat, Rajasthan, Maharashtra and Madhya Pradesh.
- Deep knowledge of State government structures and previous experience of working with these structures.
- Demonstrated skills to mentor partner staff in delivering their job responsibilities meticulously.
- Ability to network and negotiate effectively with a wide range of stakeholders to achieve the objectives of the program.
- Fluency in written and spoken Hindi and English.
- A self-starter who can perform with minimal supervision
- Managerial, analytical, negotiating, communication and advocacy skills.
- Good financial understanding to ensure effective program implementation

**Reporting:** The position will report to Program Director, LAMP.

**Other:** Salary commensurate with experience.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your (i) CV, (ii) Covering Letter describing how you meet the specifications for this role, (iii) Mention current and expected remuneration and notice period to [lamp@aif.org](mailto:lamp@aif.org) with subject line “**State Program Manager- LAMP**” by or before **7<sup>th</sup> March, 2021**

Only applications of short-listed candidates will be acknowledged.