

American India Foundation (AIF)

Project Lead

Position – Project Lead

Project – Vigyan Jyoti under Department of Science and Technology

Location – Delhi

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 Project:

AIF has partnered with IBM and the Department of Science and Technology (DST) with an aim to serve India's science popularization agenda under DST, Government of India. Vigyan Jyoti under DST endeavours in bringing experts, mentors for multiple events, workshops and webinars in order to lend value to the student ecosystem in Navodaya Vidyalaya Samiti (NVS). The project will create a robust STEM ecosystem that creates critical thinkers, problem-solvers, and next generation innovators through MANAK in NVS and Stem For Girls India schools. American India Foundation will be implementing the project with the support of IBM.

Key Responsibilities:

The Project Lead will manage the team and coordinate with all the states for the implementation of projects under Vigyan Jyoti. The person in this position will also mentor students to submit ideas under MANAK. They will be responsible for interacting with knowledge partners and managing workshops across the states.

The responsibilities include, but are not limited to:

Project Management:

- Manage the team responsible for implementing projects under Vigyan Jyoti across states.
- Plan and execute an effective project management and communication plan and ensuring.
- Ideate activities and workshop for the project along with State Project Managers.
- Coordinating with knowledge partners and planning for science workshops.
- Work closely with Monitoring and Evaluation team to ensure tracking and reporting of project activities and identifying development areas within the project.
- Managing the data and expenses of conducting workshops and camps.

- Assist in the administrative tasks related to the project.

Strategy and Communication:

- Develop strong relations with key stakeholders involved in the project to ensure the development of a good network within the states.
- Work closely with the communications team to create an advocacy and a social media outreach plan for the project.
- Document project activities and status reports by gathering and analyzing relevant data.
- Create written and visual content, including presentations and videos, for Vigyan Jyoti and contribute to the knowledge management team.
- Conduct research for identifying gaps and solutions for the projects under Vigyan Jyoti.

Qualifications and Experience:

B.Tech/Master's in science disciplines with 4-6 years of work experience preferably within the Ed-Tech sector. 2 years of work experience in a management role is preferred.

Skills and Competencies:

- 4-6 years of work experience in the Ed-Tech with a background in sciences.
- 2 years of experience preferably in a Project Management or Project Lead role.
- Experience in a communications role or an advertisement firm is preferred.
- A scientific temperament with fluency in technology is required.
- Strong leadership skills with a passion for social justice and the development space.
- Problem-solving and analytical bent of mind.
- An understanding and commitment to the cause of the empowerment of women and girls from poor and marginalized communities in India.
- Excellent written and verbal communication skills.

Reporting: The position will report to the Zonal Head (North).

Other: Salary commensurate with experience. Initially, contract shall be issued till May 2021, which shall be renewed on yearly basis thereafter, based on their performance.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing your suitability for the role derecruitments@aif.org with the subject line "**Project Lead (Vigyan Jyoti)**".

Deadline for applications: **15th April 2021**

Only applications of short-listed candidates will be acknowledged.