

American India Foundation (AIF) - Project Manager - Livelihoods

Position: Project Manager - Livelihoods

Program: Livelihoods

Location: Delhi NCR

Duration: 10 months

Nature of Employment: Contractual

Number of positions: 1

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 Program

AIF works closely with the public and private sector to create inclusive and sustainable livelihoods for individuals, families, and communities across India with a long-term goal of equalizing the informal and formal sectors to provide equitable opportunities for all citizens.

The 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 Livelihood 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.

About Project

Internet Based Livelihoods Rehabilitation (INABLER) is a program designed in response to COVID realities that leverages technology and internet to deliver a first of its kind 100% remote project with online skilling, eMarketplace for employment facilitation and access to remote jobs for PwDs and Women.

Key Roles & Responsibilities:

1. Responsible for managing and leading the day to day affairs related to implementation of the INABLER project aimed at benefitting persons with disabilities (PWD) and women with opportunities of skilling and access to employment.
2. Manage project timelines and budget utilization to fulfil project commitments.
3. Manage the project team of Trainers, ISL Interpreter, Employment Coordinator and Mobilizer to achieve project targets in a timely manner.
4. Develop the training plan (batch schedule, curriculum delivery plan –week wise and daily rostering) with the team and ensure adherence to the plan to achieve the target.
5. Ensure smooth training delivery on different modules – Domain training, Soft skills, Personality grooming, Spoken English, Basic computers, IT and digital literacy.
6. Ensure high quality of training through virtual mode.
7. Organize various virtual activities for candidates to increase exposure of candidates as part of the training program.
8. Maintain trainee database on real-time basis in the AIF MIS portal and upload the relevant supporting documents for the training centre along with proper documentation and maintenance of project records (physical and soft copies).
9. Gather market intelligence on new trends and best practices with respect to training and employment of persons with disabilities and feed into planning and implementation.
10. To collaborate and promote Career Planning services through presentations, student organization outreach.
11. Provide inputs in the development of the eMarketplace for persons with disabilities
12. Support in developing the communication and promotion plan for the eMarketplace.
13. Establish connects with PWD organizations.
14. Promote and disseminate the eMarketplace among stakeholders.
15. Develop reports and manage project documentation for internal and external stakeholders including donors.
16. Ensure success stories are documented and shared periodically for program communication through AIF social media handles.
17. Travel to field as and when required
18. Any other cross functional initiatives as assigned by the line manager

19. Any other task assigned by line manager that might emerge depending upon the need and opportunity decided by AIF

Key Skills:

- Graduate / Post Graduate degree in Commerce/Science/Social Work with at least 6-8 years of experience in managing skilling programs
- Experienced in Diversity and Inclusion - possesses passion to work for and with persons with disabilities and women.
- Experience in managing training program and placement for persons with disabilities is essential.
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Have a flair for technology and adept at using virtual communication tools.
- Well informed of labor market trends, employer needs and best practices in career services.
- Strong presentation skills
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem solving ability.
- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem solving ability.
- A team player who is supportive, flexible and ready to take on additional tasks and lead a team.
- Ability to cope with work pressure and work on tight deadlines.
- Excellent communication skills – both written and verbal.
- Knowledge of local language (written and spoken).
- Ability to work independently with large volumes of data with initiative.
- Ability to work with across teams and supervisors
- Responds positively to feedback and respects diverse point of views.

Reporting: The position will report to Program Manager.

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 career.livelihoods@aif.org with subject line **“Project Manager- Livelihoods”**.

Along with your CV, please also share a one-minute video resume answering these 3 questions:

- ~ Tell us something about yourself?
- ~ A brief about your achievements as a Project Manager?
- ~ Your current/last drawn CTC and expectation from the role?

Please upload a zip file including the CV, Covering Letter and video resume.

Deadline for applications: **30th April 2021**

Only applications of shortlisted candidates will be acknowledged.