

American India Foundation (AIF) Learning, Evaluation and Impact (LEI) Officer

Programme: Digital Equalizer

Location: Haryana & Punjab

Reporting: State Program Manager – Haryana & Punjab

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

STEM for Girls Program focuses on increasing girls' representation in science, technology, engineering and mathematics (STEM) education which is currently at an alarmingly low percentage across India. Education has a vital role to play in developing the knowledge, skills, attitudes and values that enable students to contribute to and benefit from an inclusive and sustainable future. Learning to form clear and purposeful goals, work with others with different perspectives, find untapped opportunities and identify multiple solutions to big problems will be essential in the coming years. With STEM learning, effective mentorship and career opportunities, girls can thrive and become a stronger participant in the digital economy.

With the above in mind, **IBM** has initiated the **STEM for Girls** program in September 2018 with these components - Computational thinking through coding, Life and career skills, Digital Literacy, Gender education and building personal agency.

The **STEM for Girls'** program was scaled up in 2019, with the following core principles:

- Leverage coding as a tool to build critical 21st century skills and agency in girls across the country
- Work with state governments and education departments to not just support but advocate for the program in schools.
- Build capacity of the ecosystem - Include teachers and principals as key players in the program - who eventually own and run the program in their respective schools

American India Foundation (AIF) has partnered with IBM to implement Stem for Girls India program in the three selected states which are Haryana, Punjab and Rajasthan and reaching to 45,000 students studying in Class VIII to XI in three years.

Key Responsibilities of LEI Officer

LEI Officer will be the key focal point of contact for the cluster of districts/locations allocated and would report to the State Program Manager.

The responsibilities include, but are not limited to:

A. Programme Implementation:

- Ensure effective implementation of programme curriculum with students – this will include supporting and mentoring the team in developing lesson plans, assignments as per curriculum, conducting effective classroom sessions, evaluation of assignment responses, guiding students in developing STEM related projects etc.
- Effective implementation of other components e.g. community engagement, projects exhibition etc.
- Program orientation of Teachers – this will include orientation of teachers on the program and its components and also help them integrating the components in their classroom teaching and learning processes.

B. Monitoring and Evaluation:

- Database management as per mandate of the program to enhance programmatic and financial output – illustratively: Student enrolment, attendance in program sessions, responses to curriculum transaction and response analysis, case studies etc. Data collection, analysis and management will also be from the point of view of effective documentation and reporting requirements of organisation and the donor.
- Field monitoring and evaluation: a) Regular field visits to monitor the programme (at least 12 days a month or more if required); b) Design monitoring and evaluation tools and ensure efficacy of the programme.
- Ensure programme implementation as per the MoU, approved budget and timelines.

C. Documentation and Reporting:

- Prepare weekly, monthly, quarterly and annual team reports as per the mandate of the program.
- Identify and document case studies to share as part of the program reporting.
- Facilitate baseline, midterm and end term evaluation in coordination with MEL team.
- Ensure reporting timelines of organisation and donor.
- Any other reports required by the SPM.

D. Financial Management:

- To support budget exercises as per the program requirements and donor reporting.

- To maintain programme expenses and keep all analysis ready as per reporting requirements of organisation and donor.

E. Stakeholder Engagement:

- Build and manage relationship with stakeholders such as District Education Officer and other key officials of education department in the districts, Teachers, Header Teachers/Principal, School Management Committee, Panchayat etc. to enhance ownership towards the program.

F. Self-Capacity Enhancement:

- Work on enhancing his/her academic and other capabilities by taking part in organization driven initiatives as well making her/his own efforts, so that programme gets delivered in best possible manner.

G. Others:

- Maintain professional integrity and ethical conduct of working at all times.
- Ensure alignment with organisational policies.
- Ensure completion of any other organisational work assigned by SPM.

Qualifications and Experience:

Essential:

- Post-graduation – Sciences/Rural Development/Social Work/Gender Studies/Other Social Sciences
- Minimum 4 years of experience of working in development sector, preferably education sector.
- Excellent academic achievements.

Preferable:

- Graduation in Science
- Experience of undertaking research work in professional space and having presented/published research papers.
- Experience in monitoring evaluation.
- Experience in developing and facilitating professional development programmes for senior government officials.
- Experience of having worked in CSR domain.

Skills and Competencies:

- Proficiency in use of MS office, MS Excel and statistical tools is a must
- Possesses a variety of skills – multi tasking, time management, flexibility and adaptability.
- Excellent communication skills in English and Hindi – both written and verbal
- Excellent Analytical skills and problem solver.
- Ability to work in field, with communities and in multi-stakeholder processes.
- Readiness to travel and commit to demanding program requirements.

- Responds positively to feedback and respects diverse point of views.
- Excellent team player and works independently with the ability to take on additional tasks.
- Ability to work in demanding situation.

Reporting: The position will report to State Program Manager of Haryana & Punjab.

Other: Salary commensurate with experience. Initially contract shall be issued till March 2022, which can be renewed yearly thereafter, on the basis of performance and other factors related to programme.

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 derecruitments@aif.org with subject line "LEI Officer".

Deadline for applications: **10th June, 2021**

NOTE: Only applications of shortlisted candidates will be acknowledged.