

## **American India Foundation (AIF) Technology Specialist**

**Position** – Technology Specialist

**Location** – Gurgaon

**Reporting Relationship** – Country Director

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

### **Job Summary (A brief about the role):**

The Technology specialist is responsible for the planning, maintenance and operations of Information systems. Works closely with ILT (India Leadership Team) to discuss ways in which information technology (IT) can help an organization achieve its goals. The Technology specialist also trains end-users of software and databases, oversee the installation of software, and integrate various information systems for purposes ranging from telecommunications to data management.

### **Key Roles & Responsibilities:**

- Responsible for the entire technology trends and developments in the organization.
- Develop the technical aspects of the organization's strategy.
- Identifying needs and ensuring ideal software solutions are developed in a timely manner to help increase operational efficiency.
- Ensure that tech. solutions should fit with our programmatic plans
- Act as a tech visionary for the organization and provide all the necessary tech. support to Leadership team and state teams within the organization.
- Develop and maintain overall framework of IT policies, standards and strategies that will empower team to deliver effectively
- Ensure all technology practices adhere to regulatory standards

- Managing technology budgets and workplan.
- Understand the organization vision and business needs to align the technology with business goals.
- Experiment and adopt new & relevant technology trends
- Strong understanding of various aspects of technology needed for internal systems in the organization.

**Qualification and Experience:**

- Masters in Technology Management with minimum 6-10 years of relevant experience
- In-depth knowledge of software applications, operating systems, database systems and web content management.
- An ability to constantly educate oneself to be up-to-date with the latest technology advances.
- Excellent written & verbal communication skills; sound representational and liaising abilities
- Familiar with the current technology trends and use them to build business strategies
- Good analytical and problem-solving skills
- Budgeting skills
- Ability to travel extensively

**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 programs and performance.

**Position Availability:** Immediately