

**American India Foundation (AIF)**  
**Consultant – District Coordinator (Digital Equalizer)**

**Program** – AMAZON AFE (Digital Equalizer)

**Designation** - District Coordinator (Consultancy contract)

**No of Vacancies** - 1

**Location:** Gurugram (Gurugram, Farukknagar, Pataudi, Sohna)

**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 9.2 million lives across 29 states of India. Visit [www.AIF.org](http://www.AIF.org) to learn more about AIF's work.

**About the Program:**

The Digital Equalizer (DE) Program of The American India Foundation (AIF) uses technology to transform the teaching/ learning process in under-resourced government schools. It utilizes technology to bridge the educational and digital divide in India by transforming schools, into dynamic places to teach and learn through collaborative, project-based learning. The DE Program, since its initiation in 2004 has impacted 15056 schools across 16 states covering 4.1 million students through 1,52,644 teachers. Presently, the program is being conducted in Delhi, Punjab, Haryana, Gujarat, Uttarakhand, Rajasthan, Maharashtra, Odisha, Telangana, Tamil Nadu, Karnataka, Andhra Pradesh, Bihar, Uttar Pradesh, Madhya Pradesh and Jammu.

The detailed **objectives of the proposed program** are:

- Develop scientific temperament and critical thinking by creating an enabling environment for children.
- Create an enabling environment of learning Coding and AI ML through innovative approaches and using technology and collaborated learning.
- Introduce 'Amazon Future Engineer' platform and related activities to students and teachers.
- Demonstrate innovations and presenting it in school forums.
- Support career counselling for students who have an acumen and interest for choosing a CS based career.

**Key Responsibilities:**

District Coordinator will be the key focal point of contact for the cluster and would report to the State Program Manager.

The responsibilities include, but are not limited to:

- Ensure the program is implemented as per the approved plan and budget.
- Monitor the implementation of the AFE' program with regular field visits to schools, district offices, and other stakeholders.
- Monthly field visit (minimum 15 days a month) and more, depending upon the program requirements.
- The field monitoring will (include but is not limited to) guiding and anchoring communication with the program stakeholders, preparing program plan in coordination with the field team, monitor implementation of the program as per the plan, and provide feedback to the SPM on programmatic progress and outputs.

- Monitoring and reporting shall involve the monthly collection of and management of data to enhance programmatic and financial output.
- The DC shall coordinate with concerned team members on a regular basis to ensure program activities are implemented as per the AIP, will plan, implement and monitor activities in the field.
- The DC will support budget exercises as per the program requirements and donor reporting.
- DC will be responsible for documentation which involves preparing reports, compiling case studies/stories from the field, lead the baseline, mid-term and end-term evaluations, etc. on a regular basis.
- Ensure donor obligations for reporting are met as per the prescribed timelines.
- Maintain professional integrity and ethical conduct of working at all times.
- Any other work as assigned by the line manager/state program manager.

**Qualifications and Experience:**

Post-graduation in Computer Science / Technology & Education with a minimum of four years of experience in experience in the development sector.

**Skills and Competencies:**

- Proficiency in coding (basics), computer science, use of MS office, MS Excel and statistical tools is a must.
- Possesses a variety of skills – program management, multi-tasking, time management, flexibility, and adaptability.
- Excellent communication skills in English and Hindi – both written and verbal; similar proficiency in Haryanvi will be a preference.
- Excellent Analytical skills and problem solver.
- Ability to work in the 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 situations.

**Reporting:** The position will report to the State Program Manager of respective states

**Other:** Salary commensurate with experience. Initially, the contract shall be issued till March 2022, which shall be renewed yearly thereafter, on the basis of performance.

**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](mailto:derecruitments@aif.org) with the subject line “District Coordinator - AFE”.

Deadline for applications: 30<sup>th</sup> August 2021

Only applications of short-listed candidates will be acknowledged.