

American India Foundation (AIF) - Head of Operations - Digital Equalizer Program

Position : Head of Operations

Program : Digital Equalizer

Location: Delhi-NCR

Reporting Relationship: Director – Digital Equalizer / CEO- Digital Equalizer Foundation

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 9.2 million lives across 29 states of India. Visit www.AIF.org to learn more about AIF's work.

About the Digital Equalizer Program:

American India Foundation (AIF) has been implementing the Digital Equalizer (DE) program across 15056 schools in 16 states (and growing) over the last 15 years. DE utilizes technology to bridge the digital divide in India and transform under-resourced schools into dynamic places to teach and learn to create large-scale, sustainable impact in education.

AIF has initiated the Digital Equalizer Foundation a Section 8 company, 100 % owned by AIF. The new company will house all of AIF's DE program gradually over the next few years. Director (Digital Equalizer) of AIF is the C.E.O of this company.

'Digital Equalizer Foundation's mission is to promote equity in education by bridging the Digital divide through technology and 21st-century skills. The foundation envisions a world where all children from underprivileged communities are prepared for work & life. Digital Equalizer Foundation utilizes technology to bridge the educational and digital divide in India by transforming under-resourced government schools into dynamic places to teach and learn through collaborative, project-based learning. With the positive results from the Digital Equalizer Program which has a legacy of 15 years working with 15,506 under-resourced schools impacting 4.1 million students through 152,644 teachers, Digital Equalizer Foundation is committed to empower under-resourced schools to develop a comprehensive teaching-learning platform that responds to the needs of the school ecosystem.

Key Roles & Responsibilities:

Project Management

- Responsible for overall implementation of the all-DE programs at the national level, with the support of the State team.
- Develop an Overall & Statewide execution plan for the ongoing programs along with the respective Program Managers and ensure the delivery of the program activities as per the donor deliverables in order to achieve the expected outcomes with regard to the program strategy / agreed goals.
- Demonstrate good governance within program delivery and financial management, ensuring that all systems and controls are in place and followed to allow accurate reporting, cost effectiveness. Define and monitor yearly goals and target of achievement for each state on a quarterly basis.
- Develop Standard Operating Procedure (SOP) covering guidelines, processes and procedures to be followed internally by the DE Regional team that ensures that it meets the annual plan targets.
- Responsible for corrective and proactive actions where needed as a result of the monitoring and evaluation process of the DE program and ensure appropriate and timely communication to DE Director and also other key stakeholders of the program (Internal + External)
- Plan monthly and Quarterly monitor reviews of the programs to ensure smooth progress. Oversee program tracking processes and organize them to ensure donor satisfaction
- Directing the preparation and maintenance of Donor reports as are necessary to track programs. Preparing periodic reports for management, as necessary or requested, to track strategic goal accomplishment.

Program Expansion

- Work closely with the Director and AIF's Strategic Partnership team to expand the programs through Institutional / Corporate Donors.
- Ability to conceptualize, innovate and write concept notes will be a requisite.

Program Quality, Monitoring & Evaluation across states

- Responsible for Program quality in the resp. states along with the support of PMs.
- Ensure timely program monitoring and evaluation in the respective states
- Devise an impact measurement and monitoring system for the DE program and the customization needed for the region/specific state by working closely with the MEL team

Team management:

- Evaluation and Plan human resources requirements in the resp. states and work closely with HR for its implementation in the states in an efficient and cost-effective manner in keeping with the regional sustainability and cost effectiveness.
- Recruit, motivate and retain high quality DE staff with the help of HR across multiple states in line with the AIF India's policies and procedures.
- Responsible for capacity building of the DE team and work closely with HR for its implementation

- Ensure timely and quality performance appraisal of regional staff and of SPM along with the Director in line with the AIF organizational guidelines

Knowledge Management, Communication:

- Using data, evidence and insights from the program, create and disseminate knowledge and learning internally as well as externally
- Publish articles on AIF Blogs and other external forums based on learning of the DE program with the support of Communications

Finance and Procurement:

- Strategize and plan the annual Budget and Target for each state along with the DE Director
- Detail the annual plans and state budgets with the Program Managers as agreed in wider Organization forum.
- Work closely with the Finance Team and the DE Director to ensure all expenses incurred by the DE program are in line with agreed budgets and follow the system of quarterly reporting on fund allocation and utilization.
- Enforce compliance to meet funding/donor requirements in the region and its states in order to retain and develop grant and partner relationships.
- Ensuring that budgets and management accounts accurately reflect program activities, that accruals and other adjustments are being made correctly, that variances from budget and other issues are investigated and resolved
- Enable timely purchase of equipment and services for the DE program and its states in consonance with AIF India procedures.
- Setting and monitoring of program budgets, forecasts, cash flow analysis, management and financial accounts
- Reviewing and ensuring appropriate overall performance reporting to the Director
- Review financial information and adjust operational budgets to promote regional sustainability.

Qualification and Experience:

- Minimum 8-10 Years of Experience in Managing large scale /multistate Project Management. Strong preference to experience of working with Street Vendors/ Kirana Stores.
- Post Graduate Degree in Social Sciences/ International Development or Business Administration / B-Tech / MSC /MCA, science background will be an added advantage

Skills and Competencies:

- Minimum 8-10 years of leadership experience of working on technology enabled education programs in the NGO sector / Corporates with focus on technology-enabled education; with the demonstrated ability to foster partnerships and work with multiple stakeholders.

- Proven track record of developing and managing high quality and innovative education programs
- Understanding and experience of Education and its diverse branches of specialty around learning, pedagogy, environment etc.
- Proven track record of fund raising, resource mobilization from institutional donors, CSR and governments; experience in proposal writing/program concept notes.
- Experience and understanding of the working of various government education administration systems in diverse states.
- Candidate should be able to gradually transition the program to a paperless management system.
- Proven analytical skills and strategic thinker, with a vision for institutional building, sustainability and scalability
- High level of team management and interpersonal skills and exhibits self-awareness
- Excellent written & verbal communication skills; sound representational abilities.
- Strong conceptual and analytical awareness of program quality and other implementation challenges faced by team and partners
- Aptitude for internal and external networking nationally and internationally
- Good research and data analysis skills with program planning and design, monitoring and evaluation techniques
- Good financial and budget management experience
- High personal & professional integrity.
- Willingness to travel extensively to and within project locations.

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 program and 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 along with your current salary and expected salary to **headofoperations.de@aif.org** with subject line "Head of Operations - DE"

Deadline for applications: 5th October 2021

Only applications of short-listed candidates will be acknowledged.