

## **American India Foundation (AIF) - Program Manager – ABLE**

Position: Program Manager- ABLE  
Location: PAN India ( Either Delhi  
or Mumbai preferably)  
Reporting Relationship: Head of Operations – Livelihoods  
Nature of Employment: Fixed term  
Duration: 2 years  
Number of Positions: 1

### **About American India Foundation:**

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. Learn more at [www.AIF.org](http://www.AIF.org)

### **About AIF Livelihoods Programs**

AIF has two of its flagship programs in the livelihoods domain:

**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 Livelihoods 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.

Cumulatively, both these programs have benefitted 1,40,840 individuals (as on 31<sup>st</sup> 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.

*AIF has floated the **Market Aligned Skills Foundation (MASF)** a Section 8 company, 100 % owned by AIF. The new company will house all of AIF's Livelihoods program gradually over the next few years. The successful candidate will be hired as Assistant Program Manager - ABLE in AIF but subsequently this position is intended to transition to MASF.*

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

### ***Project Management***

- Responsible for overall implementation of the Employment and Entrepreneurship / Self Employment programs under the ABLE program of Livelihoods at the national level, with the support of the team.
- Increase awareness and understanding of program quality / program development by putting in place a more structured and systematic support development.
- Overall responsible for quality monitoring and evaluation of the ABLE programme.
- Design strategies in line with the vision and mission for the program for the next 5 years
- Manage the effective and efficient end to end implementation and achievement of proposed outcomes of multiple Employment and Entrepreneurship / Self Employment projects under the Livelihoods division.
- Responsibilities would entail Donor Engagement, Quality Delivery of Training, Achieving Placements, Government Relations and Advocacy.
- Manage programs that are center-based, virtual and hybrid.
- Manage relationships with partners where required. Responsible for documentation and timely reporting, internally and to donors.

### ***Financial Management***

- Responsible for effectively and efficiently managing the budget allocated for the projects.
- Liaise internally with finance team to reconcile project expenses for internal and donor reporting

### ***People Management***

- Determine the human resources requirements as per the program strategy, available budget, opportunities and operations' requirements.
- To address human resources development needs of the program team and work closely with HR for its implementation.
- Manage project team(s) and ensure quality delivery of projects in a timely manner.

### ***Employment of Persons with Disabilities***

- To establish industry collaborations and understand their human resource needs on regular basis
- To tie-up and generate placement MOUs with key employers and generate placement opportunities for the program beneficiaries on regular basis
- 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.
- Lead role mapping for PWDs in the corporate jobs.
- Promote new concepts and ideas on employment of persons with disabilities, e.g. an eMarketplace, Hire to Train model, etc.
- Lead Disability Sensitization efforts with corporates to create new employment avenues for persons with disabilities.

### ***Event Management***

- Organizing and coordinating events with different stakeholders including corporates for raising awareness and advocate for employment of Persons with Disabilities.

### **Qualification and Experience:**

- Minimum 5 Years of Experience in Managing Skill Development and Placement/Self Employment projects focused on Persons with Disabilities.
- Post-graduation in Social Sciences & Management or any other related stream

### **Skills and Competencies:**

- In-depth understanding of livelihoods sector and programs especially on employability, entrepreneurship programs and market-based solutions for employment of Persons with disabilities.
- Understanding of skilling needs for Persons with Disabilities and the types of interventions needed
- Understanding of technology aspects both in terms of delivery through digital platforms as well technology-based monitoring
- Good network of organizations working on employment of Persons with Disabilities and Corporates hiring them.
- Candidate should be able to gradually transition the program to a paperless management system
- High level of team management and interpersonal skills and exhibits self-awareness
- Proven track record of developing and managing high quality and innovative Employment programs for Persons with Disabilities
- Excellent written & verbal communication skills; sound presentation abilities
- Strong networking and representation skills with both internal and external stakeholders
- Good research and data analysis skills with program planning and design, monitoring and evaluation techniques
- Good financial and budget management experience
- Strong Leadership skills
- Good knowledge about government regulations and policies
- Willing to travel extensively to and within project locations
- High personal and professional integrity

**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 to [livelihoodrecruitments@aif.org](mailto:livelihoodrecruitments@aif.org) with subject line **“Program Manager-ABLE”**.

Only applications of short-listed candidates will be acknowledged.

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

- ~ Tell us something about yourself?
- ~ A brief about your achievements as a Program 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: **28<sup>th</sup> September, 2021**