

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 DE Program at the national level, with the support of the Regional Managers (RMs) having regional responsibilities.
- Review, assess and customize the DE program to ensure that it remains focused to the regional & state specific government vision and mission.
- Develop an Overall, Regional & Statewide execution plan for the ongoing programs along with the respective RMs 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 region on a quarterly basis.
- 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.
- Leads all Donor meeting & engagement along with the Regional Managers.
- 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:

- Develop the vision of expansion of DE both in the existing states and new geographies in line with the larger education sector growth in the region
- Work closely with the Director and AIF's Strategic Partnership to expand the programs through Institutional / Corporate Donors and Government.
- Lead the development of the DE priorities in the Region and its States with the Regional Managers for expansion and saturation coverage in the respective state.

Program Quality, Monitoring & Evaluation (M&E):

- Develop Standard Operating Procedure (SOP) covering guidelines, processes and procedures to be followed internally by the DE Regional Managers & their team.
- Responsible for Program quality of all the Regions and its States
- Ensure timely program monitoring and evaluation in the respective Regions.
- Devise technology based Realtime monitoring of programs along with the Head of Innovation & Technology
- 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
- Schedule monthly and periodic reviews of the regions /its respective states – Physical or Virtual or on Program key data points

Team management:

- Review & Evaluate Human resources requirements in the resp. regions working closely with Regional Managers / HR as per program approved budgets and in cost-effective manner in keeping with the regional sustainability and program efficacy.
- Recruit, motivate and retain high quality DE staff with the help of RMs and HR in line with the AIF India's policies and procedures. Conduct townhall and review with regional/ state teams on a monthly -quarterly basis
- Responsible for ensuring capacity building & regular training of the RMs, Regional/State Team members. Plan internal/ external trainings calendar along with DE Training Senior Resource
- Ensure timely performance reviews/appraisal of regional team members along with RM and that of RMs along with the Director in-line with the AIF organizational guidelines
- All disciplinary actions to be routed through the DE and AIF HR as per the AIF norms and procedures

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.
- Enforce compliance to meet funding/donor requirements in the region and its states in order to retain and develop grant and partner relationships.
- Setting and monitoring of program budgets, forecasts, cash flow analysis, management and financial accounts with close support of RMs
- Migrate and ensure AIF ERP System integrated with the DE Program -Finance & Procurement/HR with close support of RM
- Reviewing and ensuring appropriate overall financial performance reporting to the Director
- Review financial information and adjust operational budgets to promote regional sustainability along with RM.

Qualification and Experience:

- Minimum 10-12 years of experience in implementing large scale, multi-regional program(s). Experience of working in ED-Tech Education program in nonprofit organization /Corporate; Working with Government schools would be added advantage.
- Post Graduate Degree in International Development or Business Administration / B-Tech- MTech/ MSC /MCA/Science background in Graduation

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: 9th November, 2021

Only applications of short-listed candidates will be acknowledged.