

American India Foundations (AIF) - Program Assistant - MIS

Position: Program Assistant - MIS

Program: Learning and Migration Program (LAMP)

Reporting: State Program Manager (Learning and Migration Program)

Location: Gurugram

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.

Brief about LAMP Program:

The *Learning and Migration Program (LAMP)* provides access to quality education opportunities to children in areas of seasonal migration, while also advocating to communities and governments the universal right to education. LAMP operates in highly underserved, remote districts, where school dropout often occurs due to distress seasonal migration undertaken by the family. This has a multiplicative effect on children, as they are forced to drop out of schools in order to accompany their parents to migration sites and are also engaged in manual labour in hazardous industries such as brick kilns and salt pans. LAMP works with all stakeholders, including community and Government, through a synthesis of basic interventions to improve access, quality and governance. This ensures that children remain in the school net and develop strong foundational skills. AIF engages with various levels of Government and its focus on systemic change has resulted in an effective track record of influencing education policy in India. Initiated in 2004, AIF's LAMP has impacted the lives of over 5,14,000 children. In 2018-19, LAMP worked across 7 states covering more than 1,200 schools, 1,200 villages and 46,000 children.

Roles and Responsibilities:

- Responsible to support the Program team in ensuring that all program/MEL activities data are collected, verified, collated, analyzed and reported in a timely manner.
- Preparing daily, Weekly & Monthly MIS Reports.
- Preparing & managing multiple reports, working with excel formula & various other excel.
- Responsible for planning, monitoring and analysis of internal assessments and surveys in coordination with the program team.
- Responsible for the online grant management and budget tracking in coordination with the program team.
- Support program teams in procurement, recruitment, and assets management.

Key Skills and Competencies:

- Post Graduate in any subject preferably in Math, Statistics, Commerce, or computer science.
- Good in Excel, Word, Ms Office and SPSS
- Prior experience of working with MIS, data analysis, budgeting etc.
- Strong communication, interpersonal and analytical skills.
- Passion for working in social sector.

- 2-3 years of work experience in development sector.
- Willingness to travel.

Reporting: The position will report to the State Program Manager (Learning and Migration Program)

Other: Salary shall be commensurate with experience.

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 and expected salary to indiarecruitments@aif.org with subject line “**Program Assistant – MIS**”

Deadline for applications: **9th December, 2021.**

Only applications of shortlisted candidates will be acknowledged.