

American India Foundation (AIF) – LEI Officer – Digital Equalizer

Position: Learning, Evaluation and Impact (LEI) Officer

No. of Vacancies: 2

Program: Digital Equalizer (DE)

Reporting: Project Lead/ Project Manager of the respective state

Location: Jharkhand

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 Program :

STEM for Girls Program focuses on increasing girls' representation in science, technology, engineering and mathematics (STEM) education which is currently at an alarmingly low percentage across India. Education has a vital role to play in developing the knowledge, skills, attitudes and values that enable students to contribute to and benefit from an inclusive and sustainable future. Learning to form clear and purposeful goals, work with others with different perspectives, find untapped opportunities and identify multiple solutions to big problems will be essential in the coming years. With STEM learning, effective mentorship and career opportunities, girls can thrive and become a stronger participant in the digital economy.

With the above in mind, **IBM** has initiated the **STEM for Girls** program in September 2018 with these components - Computational thinking through coding, Life and career skills, Digital Literacy, Gender education and building personal agency.

The **STEM for Girls** program was scaled up in 2019, with the following core principles:

- Leverage coding as a tool to build critical 21st century skills and agency in girls across the country.
- Work with state governments and education departments to not just support but advocate for the program in schools.
- Build capacity of the ecosystem - Include teachers and principals as key players in the program - who eventually own and run the program in their respective schools.

American India Foundation (AIF) has partnered with IBM to implement Stem for Girls India program in the three selected states which are Haryana, Punjab and Rajasthan and reaching to 45,000 students studying in Class VIII to XI in three years.

Key Responsibilities of LEI Officer:

LEI Officer will be the key focal point of contact for the cluster of districts/locations allocated and would report to the Project Lead/ Project Manager.

The responsibilities include, but are not limited to:

A. Program Implementation:

- Ensure effective implementation of program curriculum with students – this will include supporting and mentoring the team in developing lesson plans, assignments as per curriculum, conducting effective classroom

sessions, evaluation of assignment responses, guiding students in developing STEM related projects etc.

- Effective implementation of other components e.g. community engagement, projects exhibition etc.
- Program orientation of Teachers – this will include orientation of teachers on the program and its components, integrating the components in their classroom teaching and learning processes and supporting the teachers to bridge the learning gaps by enabling 21st century skills, STEM learning, computational thinking, and self-actualization.
- Support ‘remote’ and ‘direct’ learning strategies in/ beyond the pandemic related lockdown to ensure continuity of education.
- Conducting and guiding on **CORE ACTIVITIES** of the program:
 1. Module based ‘Coding’ of students
 2. Hackathons and project share out events
 3. Career Day event to build strong pathway to careers
 4. Role Model Interactive event
 5. STEM related activities

B. Monitoring and Evaluation:

- Database management as per mandate of the program to enhance programmatic and financial output – illustratively: Student enrolment, attendance in program sessions, responses to curriculum transaction and response analysis, case studies etc. Data collection, analysis and management will also be from the point of view of effective documentation and reporting requirements of organisation and the donor.
- Field monitoring and evaluation:
 - i) Regular field visits to monitor the program (at least 12 days a month or more if required)
 - ii) Design monitoring and evaluation tools and ensure efficacy of the program provided by standardized digital content in schools (AIF Edukit content) including videos and worksheets aligned to the state curriculum.
- Ensure program implementation as per the MoU, approved budget and timelines.
- Monitoring the CORE ACTIVITIES being conducted religiously on field.

C. Documentation and Reporting:

- Prepare weekly, monthly, quarterly and annual team reports as per the mandate of the program.
- Identify and document case studies to share as part of the program reporting.
- Facilitate baseline, midterm and end term evaluation in coordination with MEL team.
- Ensure reporting timelines of organisation and donor.
- Any other reports required by the Project Lead/ Project Manager.

D. Financial Management:

- To support budget exercises as per the program requirements and donor reporting.
- To maintain program expenses and keep all analysis ready as per reporting requirements of organisation and donor.

E. Stakeholder Engagement:

- Build and manage relationship with stakeholders such as District Education Officer and other key officials of education department in the districts, Teachers, Header Teachers/Principal, School Management Committee, Panchayat etc. to enhance ownership towards the program.

F. Self-Capacity Enhancement:

- Work on enhancing his/her academic and other capabilities by taking part in organization driven initiatives as well making her/his own efforts, so that program gets delivered in best possible manner.

G. Others:

- Maintain professional integrity and ethical conduct of working at all times.
- Ensure alignment with organisational policies.
- Open to relocate to any of the mentioned states according to the requirement.
- Ensure completion of any other organisational work assigned by Project Lead/ Project Manager.

Qualifications and Experience:

Essential:

- Post-graduation – Sciences/Rural Development/Social Work/Gender Studies/Other Social Sciences.
- Minimum 4 years of experience of working in development sector, preferably education sector.
- Excellent academic achievements.

Preferable:

- Graduation in Science.
- Experience of undertaking research work in professional space and having presented/published research papers.
- Experience in monitoring evaluation.
- Experience in developing and facilitating professional development programs for senior government officials.
- Experience of having worked in CSR domain.

Skills and Competencies:

- Proficiency in use of MS office, MS Excel and statistical tools is a must.
- Possesses a variety of skills – multi tasking, time management, flexibility and adaptability.
- Excellent communication skills in English and Hindi – both written and verbal.
- Excellent Analytical skills and problem solver.
- Ability to work in 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 situation.

Reporting: The position will report to Project Lead/ Project Manager of the respective state.

Other: Salary commensurate with experience. Initially contract shall be issued till 31st March 2022, which can be renewed yearly thereafter, on the basis of performance and other factors related to program.

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 with subject line "LEI Officer".

Deadline for applications: 4th April 2022

NOTE: Only applications of shortlisted candidates will be acknowledged.