

## **American India Foundations (AIF) for MIS Associate**

**Position:** MIS Associate

**Program:** Learning and Migration Program (LAMP)

**Reporting:** Project Coordinator

**Location:** Bolnagir, Odisha -1,

Nuapada, Odisha- 1

East Singhbhum, Jharkhand – 1

### **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](http://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:**

- Overall responsible for monitoring and evaluation of all the project activities including the preparation of progress reports and managing the project MIS.
- Responsible for ensuring the delivery of the program activities in the field as per the schedule given in project proposal.
- Responsible to Manage Budget and Vendor Management
- Regular Tracking and Follow up Support.
- Monitoring of attendance and children performance.
- Responsible to facilitate baseline and end line assessment.
- Responsible for mapping the schools for intervention.
- Responsible for maintaining the database of the children.
- Responsible for sharing the progress report of the project every month with the District Manager
- Responsible to track the database of the teachers enrolled in the training.

- Responsible for working closely with Quality Expert under the supervision with Project Manager.

**Qualifications Required:**

- Master degree/ diploma or higher in Mathematics/ Economics/ Statistics/ Rural Development/ Rural Management/ Social Science/ Development Studies or equivalent discipline. Good knowledge of English and Hindi.

**Desired Competencies:**

- At least 2-3 years of relevant experience in documentation, reporting, data analysis and monitoring and evaluation related activities in any developmental programs or projects.
- Individual having experience of working with Government department/CSR/PSU would be added advantage
- Deep knowledge of Indian educational system.
- Data analysis, documentation and research skills.
- Fluency in written and spoken Hindi and English.
- A self-starter who can perform with minimal supervision
- Ability to work closely with Educators/ Tutors/Trainers
- Managerial, analytical, negotiating, communication and advocacy skills.

**Reporting:** Project Coordinator

**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 [hdfclamp.recruitment@aif.org](mailto:hdfclamp.recruitment@aif.org) with subject line “**MIS Associate**”

**Deadline for applications:** Tuesday, 5th April,2022

Only applications of shortlisted candidates will be acknowledged.