

American India Foundation (AIF) – Program Officer – DE

Position: Program Officer – DE (Head Office)

Program: Education

Location: Gurgaon

Reporting Relationship: DE Director / CEO of DEF

Nature of Employment: Fixed term

Duration: 2 years

Background:

The American India Foundation(AIF) 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 <https://aif.org/> to learn more about AIF's work.

Background of the Program or Unit:

The Digital Equalizer Program uses technology to transform the teaching/learning process in under-resourced schools. AIF partners with large organizations and philanthropists to implement innovation centres, in which new technologies, methodologies and delivery models are tested before large-scale implementation. The implementation happens at a scale in Indian government schools. Till today the program has covered 21,208 schools across 16 states in India covering around 5 million students.

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.

Job Summary: (A brief about the role)

Reporting directly to Program Director, the Program Officer (National office) will provide executive support in a one-on-one working relationship. S/he will serve as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the Program Director. S/he would also serve as a liaison to DE Internal Stakeholders (Operations heads/Regional Managers), AIFT Head Office senior management team in the Director's absence; will organize and coordinate executive outreach and external relations efforts for the program; and oversees special projects.

The Program Officer must have strong documentation skills, must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and beneficiary oriented. The ideal individual will have the ability to multi-task, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Program Officer will have the ability to work independently on program annual reports and budgets, board updates, new programs concept note from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Key Responsibilities:

- Work closely with the Program Director on the Program's larger vision and mission, its planning and execution, DE process-documents, Annual Reports, Program Presentations, collaterals, financial documents and any other communication etc.
- Tracking of AIF Board dashboard and provide visibility for strategy and planning
- Working with DE core team in designing interventions in view of the various models finalized with learnings from research/field trials.
- Supporting in creating sustainable growth path for DEF by coordination and closure of task being assigned to the internal team against each strategic driver (Human Resource Planning, Revenue Planning, Statutory Planning, Program Planning, Communication & Collaterals, ERP –Planning, Competition & Ecosystem Mapping)
- Support in building Build strategic alliances & partnerships for newer areas
- Populate Master List of Key interactions – Min of Education, Niti Ayog and other government engagement; UN Agencies-UNICEF/UNESCO, World Bank; Other NGO Orgns, Partner Agencies

- Explore platforms for Director and other core team members to participate in thematic conferences, seminars and other events on education for program visibility
- Working closely with DEF Board for the long-term sustainable plan
- Exploring organization with similar line interest/synergies and explore opportunities for discussion with DE core team and collaboration
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- Leading the GSIF project and ensuring timely reporting to GSIF against the playbook created and delivered by Genpact team
- Work with the Director and Head of Technology and Innovation to bring in Technology and Innovation in to the DE functioning as well at the Programmatic implementation. Leads integration of emerging technology solution in the program.
- Provides leadership to build relationships crucial to the success of the organization, and work on special project concepts and larger proposals along the Program Director, some of which may have organizational impact.
- Completes a broad variety of organizational tasks with the Program Director including: supporting in calendar of appointments for fund raising, senior government official of central ministries/state, multi-lateral organizations/others; supporting in the preparing correspondence that is sometimes confidential; planning agendas and collaterals; and meeting follow-up and minutes /its closures
- Plans, coordinates and ensures the Program Director's schedule is followed and respected.
- Designing & development of Quality Standards and its Protocols for DE Programs with the field data inputs from the Operations Head and mapping to DE Core quality assurance. Develop systems, forums, protocols, and policies that facilitate communication between the head office, program team in a smooth fashion. Employs resourcefulness in new project design, implementation and monitoring. Trouble shoots project problems. Identifies and suggest creative solutions.
- Researches, prioritizes, and follows up on school education & skilling related updates from each of the regions both programmatic and futuristic. Determine appropriate course of action, referral, or response.

Any other work as assigned by the Line Manager

Key Skills and Competencies:

- Masters in the field of education / technology / Science /Social Sciences – with at least 5-7 years of experience

- Strong written and verbal communication skills with good experience in proposal, concept notes, report writing.
- Good research and data analysis and documentation skills. Conversant to program/data management tools/ software will be added advantage.
- Government, donor liaisoning, relationship building. Strong on networking and representation. High on building donor relations / potential donors / fundraising
- Good organizational skills and multi-tasking skills and the ability to maintain a realistic balance among multiple priorities.
- Strong conceptual and analytical skills with awareness of Program Quality and implementation challenges faced by team in the field
- High level of maturity with excellent team management / leadership skills
- Conversant with emerging technologies, especially in the education and development sector
- Excellent advocacy skills
- High level of interpersonal skills
- Open to working late, long hours and under pressures.
- Open to travel at short notice
- A continuous learning, critical thinking and problem-solving mindset
- Ability to work with a diverse group / across teams
- High level of coordination and organizing skills
- Monitoring and evaluation expertise with the ability to provide training to teams and partners

Other:

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in light of strategic development following discussions with the post holder. The post holder would be expected to work to agreed objectives that should facilitate achievements of the key responsibilities in accordance with the performance review process

Reporting: DE Director / CEO of DEF

Other: Salary 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 to derecruitments@aif.org with subject line “**Program Officer – DE**”.

Deadline for applications: **4th April 2022**

Only applications of short-listed candidates will be acknowledged.