

American India Foundation (AIF) – Regional Head, Eastern Region

Position: Regional Head, Eastern Region

Base Location: Ranchi (with frequent travels to other 2 states)

Region: Jharkhand, Bihar and Orissa

Employment Type: Staff

Staff reporting: 10

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.

Job Description:

The position of **Regional Head, Eastern Region**, will represent AIF in 3 eastern states to begin with, and will lead program planning, implementation, management and monitoring, team management, resource mobilization and relationship management. The incumbent will be the single point of contact for all programs and functions, focusing on lead the team in his/her region in program development and delivery working in close collaboration with internal and external stakeholders namely Program Directors, Support programs and functions, and their team; External stakeholders - state governments, regional donors and communities, focusing strongly on sustainability and scalability. She/He will work collaboratively with the Program Director(s) whose programs are running in the region to contribute to organization success.

Duties & Responsibilities:

A leader with strong operational background, who will be responsible for:

Program Management:

- Implementation of all AIF's programs in the eastern region, with support of the concerned state teams. Planning and developing an overall region-wise strategy, and execution plans for all ongoing programs and upcoming projects, in close coordination with respective program teams in the region.
- Ensuring cost-effective delivery of all projects, accurate financial management, and reporting on a regular basis.

- Setting and monitoring of program budgets, forecasts, cash flow analysis, management and financial accounts with close support of Project Leads in each of the State.
- Delivering of all donor driven projects and requirements, as per the agreed goals and timelines.
- Generating quality project reports, presentations, and communication materials
- For donors, and internal and external stakeholders.
- Building relationships with government, PSU and private companies for resource mobilization and expansion of current and new programs, in existing and new states in the region.
- To be responsible for liaison for government follow up, arising due to programmatic requirements.
- Stay informed about policy trends, at the state and region level, and use this information to align and position AIF's programs, accordingly.

People Management

- Determine the human resources requirements as per the program strategy, available budget, opportunities and operations' requirements.
- Evaluation of the project-wise human resources requirements, timely recruitment, and performance reviews/appraisal of all regional team members, along with the PDs/ HOO.
- To address human resources development needs of the program team and work closely with HR for its implementation.
- Manage project team(s) and ensure quality delivery of projects in a timely manner.

Qualifications & Experience:

- Full time master's degree/ diploma or higher in Education/ Rural Development/Management/ Social Science/ Development Studies/ Public policy or equivalent discipline.
- Minimum 8-10 years of experience in implementing large scale, multi-state program, multi sectoral projects.
- Experience of working in Education program in non-profit organization /Corporate would be added advantage.
- Experience of working with Government programs, CSR, Smart Governance Initiative would be added advantage.

Skills & Competencies:

- Doctorate/Postgraduate with at least 8-10 years of experience preferably in the Education Sector/ Governance/ CSR.
- Individual having experience of working with Government department/CSR/PSU would be added advantage

- Operational experience of implementing programs across eastern states of India
- Deep knowledge of Indian development
- Demonstrated skills to mentor partner staff in delivering their job responsibilities meticulously.
- High level of team management and interpersonal skills and exhibits self-awareness
- Strong networking and representation skills with both internal and external stakeholders
- 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
- Knowledge of Odia or Assamese or Bangla will be an additional advantage.
- Strong Leadership skills
- High personal and professional integrity
- Good knowledge about government regulations and policies
- Willing to travel extensively to and within project locations

Reporting: The position will primary report to Program Director LAMP, and secondary reporting to Director, Digital equalizer.

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing your suitability for the role with the subject line “**Regional Head, Eastern Region**” to lamprecruitments@aif.org

Deadline: 4th April 2022

Only applications of short-listed candidates will be acknowledged.