

**American India Foundation (AIF)**  
**Consultant - MIS cum Documentation Coordinator**

**Program** – AMAZON AFE (Digital Equalizer)

**Designation** - MIS cum Documentation Coordinator (Consultancy contract)

**No of Vacancies:** 1

**Location:** Delhi with travel to project location - Gurugram (Gurugram, Farukknagar, Pataudi, Sohna)

**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.

**About the Program:**

The Digital Equalizer (DE) Program of The American India Foundation (AIF) uses technology to transform the teaching/ learning process in under-resourced government schools. It utilizes technology to bridge the educational and digital divide in India by transforming schools, into dynamic places to teach and learn through collaborative, project-based learning. The DE Program, since its initiation in 2004 has impacted 15056 schools across 16 states covering 4.1 million students through 1,52,644 teachers. Presently, the program is being conducted in Delhi, Punjab, Haryana, Gujarat, Uttarakhand, Rajasthan, Maharashtra, Odisha, Telangana, Tamil Nadu, Karnataka, Andhra Pradesh, Bihar, Uttar Pradesh, Madhya Pradesh and Jammu.

The detailed **objectives of the proposed program** are:

- Develop scientific temperament and critical thinking by creating an enabling environment for children.
- Create an enabling environment of learning Coding and AI ML through innovative approaches and using technology and collaborated learning.
- Introduce 'Amazon Future Engineer' platform and related activities to students and teachers.
- Demonstrate innovations and presenting it in school forums.
- Support career counselling for students who have an acumen and interest for choosing a CS based career.

**Key Responsibilities:**

MIS cum Documentation Coordinator will be the key focal point of contact for the knowledge management and would report to the State Program Manager.

The responsibilities include, but are not limited to:

**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: a) Regular field visits to monitor the programme (at least 12 days a month or more if required); b) Design monitoring and evaluation tools and ensure efficacy of the programme.

- Ensure programme implementation as per the MoU, approved budget and timelines.

**Documentation and Reporting:**

- Prepare weekly, monthly, quarterly and annual team reports as per the mandate of the program/ donor requirement/s.
- 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/ donor team.
- Ensure reporting timelines of organisation and donor.
- Any other reports required by the SPM/ program team of DE/ Donor.

**Financial Management:**

- To support budget exercises as per the program requirements and donor reporting.
- Support documentation of monthly finance settlements along with District Coordinator and SPM.
- To maintain programme expenses and keep all analysis ready as per reporting requirements of organisation and donor.

**Capacity Enhancement:**

- Support/ facilitate/ conduct training sessions for data management for the team and relevant stakeholders.
- 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 programme gets delivered in best possible manner.

**Others:**

- Maintain professional integrity and ethical conduct of working at all times.
- Ensure alignment with organisational policies.
- Ensure completion of any other organisational work assigned by SPM.

**Qualifications and Experience:**

Post-graduation; MCA with experience in large scale edtech/ education/ development program – MIS and Documentation.

**Skills and Competencies:**

- Proficiency in LMS tools, MS Office, (MS Excel) and statistical tools is a must.
- Possesses a variety of skills – knowledge / program management, multi-tasking, time management, flexibility, and adaptability.
- Excellent communication skills in English and Hindi – both written and verbal; similar proficiency in Haryanvi will be a preference.
- Excellent Analytical skills and problem solver.
- Ability to work in the 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 situations.

**Reporting:** The position will report to the State Program Manager of respective states.

**Other:** Salary commensurate with experience. Initially, the contract shall be issued till March 2022, which shall be renewed yearly thereafter, on the basis of performance.

**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](mailto:derecruitments@aif.org) with the subject line "MIS cum Documentation Coordinator - AFE".

Deadline for applications: 4<sup>th</sup> April 2022

Only applications of short-listed candidates will be acknowledged.