

American India Foundation (AIF) - Program Manager – ABLE

Position: Program Manager – ABLE

Program: Livelihood

Location: Gurgaon

Reporting Relationship: Head of Operations Livelihood

Background:

About American India Foundation :

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 Livelihoods Program:

AIF works closely with the public and private sector to create inclusive and sustainable livelihoods for individuals, families, and communities across India with a long-term goal of equalizing the informal and formal sectors to provide equitable opportunities for all citizens.

AIF's Livelihoods program envisions a world where poor and vulnerable communities have access to dignified work opportunities, empowering them with sustainable livelihoods. Since 2006, our Livelihoods program has directly and indirectly reached more than 1.2 million beneficiaries. The program takes a unique market relevant program approach, while leveraging technology to provide knowledge, skills, and opportunities to underprivileged youth, marginalized women and Persons with Disabilities (PwDs) to secure jobs, manage enterprises, and make a respectable living.

To enable a razor-sharp focus on the country's livelihood issues, AIF has also initiated the Market Aligned Skills Foundation (MASF), a Section-8 company envisioned as a social start-up. Closely aligned to the Global Sustainable Development Goals, the program's 'Vision 2030' focuses on seven "Pathways to Impact" with the goal of creating two million livelihoods and overall reaching out to ten million lives.

The "Pathways to Impact" have been designed with the aim of mitigating the devastating effect that COVID-19 had on the livelihoods of vulnerable communities. Multiple innovations have been introduced such as skilling through online platforms, creating access to remote jobs for rural youth, online jobs marketplace for PwDs, facilitating access to working capital for micro entrepreneurs and transforming Self Help Groups (SHGs) into rural women startups.

Pathways to Impact

1. **MAST 2.0:** Provide Market Aligned Skills Training and Employment as per need of the geography
2. **ABLE 2.0:** Create Career Pathways for Persons with Disabilities
3. **Entrepreneurana:** Create Sustainable Income for Street Vendors
4. **Engage to Empower:** Create Aspirational Career Pathways for Youth and Women
5. **Harit Jeevika:** Create Sustainable Green Livelihoods
6. **Aatmnirbhar:** Create Sustainable Rural Livelihoods for Migrant Families or Women
7. **Grameen Jobs:** Create remote/multi skills jobs for rural youth within their local areas

Key Roles & Responsibilities:

Project Management

- Responsible for overall implementation of the Employment and Entrepreneurship / Self Employment programs under the ABLE program of Livelihoods at the national level with special focus on persons with disabilities, with the support of the team.

- Increase awareness and understanding of program quality / program development by putting in place a more structured and systematic support development.
- Overall responsible for quality monitoring and evaluation of the ABLÉ programme.
- Design strategies in line with the vision and mission for the program for the next 5 years
- Manage the effective and efficient end to end implementation and achievement of proposed outcomes of multiple Employment and Entrepreneurship / Self Employment projects under the Livelihoods division.
- Responsibilities would entail Donor Engagement, Quality Delivery of Training, Achieving Placements, Government Relations and Advocacy.
- Manage programs that are center-based, virtual and hybrid.
- Manage relationships with partners where required. Responsible for documentation and timely reporting, internally and to donors.

Financial Management

- Responsible for effectively and efficiently managing the budget allocated for the projects and ensuring timely utilization.
- Liaise internally with finance team to reconcile project expenses for internal and donor reporting.

People Management

- Determine the human resources requirements as per the program strategy, available budget, opportunities and operations' requirements.
- To address human resources development needs of the program team and work closely with HR and Head of Operations-Livelihoods for its implementation.
- Manage project team(s) and ensure quality delivery of projects in a timely manner.

Employment of Persons with Disabilities

- To establish industry collaborations and understand their human resource needs on regular basis
- To tie-up and generate placement MOUs with key employers and generate placement opportunities for the program beneficiaries on regular basis
- Gather market intelligence on new trends and best practices with respect to training and employment of persons with disabilities and feed into planning and implementation.
- Lead role mapping for PWDs in the corporate jobs.
- Promote new concepts and ideas on employment of persons with disabilities, e.g. an eMarketplace, Hire to Train model, etc.
- Lead Disability Sensitization efforts with corporates to create new employment avenues for persons with disabilities.

Event Management

- Organizing and coordinating events with different stakeholders including corporates for raising awareness and advocate for employment of Persons with Disabilities.

Qualification and Experience:

- Minimum 5 Years of Experience in Managing Skill Development and Placement/Self Employment projects focused on Persons with Disabilities.
- Post-graduation in Social Sciences & Management or any other related stream

Skills and Competencies:

- In-depth understanding of livelihoods sector and programs especially on employability, entrepreneurship programs and market-based solutions for employment of Persons with disabilities.
- Understanding of skilling needs for Persons with Disabilities and the types of interventions needed
- Understanding of technology aspects both in terms of delivery through digital platforms as well technology-based monitoring
- Good network of organizations working on employment of Persons with Disabilities and Corporates hiring them.
- Candidate should be able to gradually transition the program to a paperless management system
- High level of team management and interpersonal skills and exhibits self-awareness
- Proven track record of developing and managing high quality and innovative Employment programs for Persons with Disabilities
- Excellent written & verbal communication skills; sound presentation abilities
- Strong networking and representation skills with both internal and external stakeholders
- Good research and data analysis skills with program planning and design, monitoring and evaluation techniques
- Good financial and budget management experience
- Strong Leadership skills
- Good knowledge about government regulations and policies
- Willing to travel extensively to and within project locations
- High personal and professional integrity

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 livelihoodrecruitments@aif.org with subject line “**Program Manager – ABLE**”.

Deadline for application – 4th April 2022

Only applications of short-listed candidates will be acknowledged.

