

**American India Foundation (AIF)**  
**Program Manager - Entre-Prerana**

**Position:** Program Manager - Entre - Prerana

**Program:** Street Vendor, Livelihoods

**Location:** Delhi

**Duration:** 2 years

**Nature of Employment:** Fixed Term

**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 **8.4 million** lives across **26 states** of India. Learn more at [www.AIF.org](http://www.AIF.org)

**About AIF Livelihoods Programs:**

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.

**The Market Aligned Skills Training (MAST)** provides underprivileged youth with skills training and access to formal employment opportunities. It addresses the systemic imbalance between millions of the country's disadvantaged youth lacking education and basic skills, and its growing industries in need of a skilled workforce. Working closely with employers, to develop market-aligned curricula that meets the need of the industry across the country, AIF provides a three-month vocations training and workplace readiness program to underprivileged young people to empower them with the knowledge and skills needed for employment and success. MAST promotes increased participation of women in the workforce through appropriate skilling and gender mainstreaming. It also promotes entrepreneurship culture amongst women thus making it aspirational to the population at the bottom of the pyramid.

**Ability-Based Livelihood Empowerment (ABLE)** trains persons with disabilities in fundamental and specialized skillsets and facilitates their entry into the job market through a robust advocacy platform for disability inclusion, promoting inclusive growth in India. With specialized curriculum development for the visually impaired, hearing impaired and orthopedically impaired, the program combines assistive technologies and workplace solutions with career counselling while building capacity of NGOs across India to ensure equal opportunities for all persons with disabilities.

Cumulatively, both these programs have benefitted 1,40,840 individuals (as on 31<sup>st</sup> March 2020) with 1,02,675 having gained employment across 23 States of India. From among those benefitted, 41% are women and 16,167 (11%) are persons with disabilities.

## **Key Roles & Responsibilities:**

### **Program Management**

- a. Lead the Entre-Prerana Program through its multiple projects across locations pan India
- b. Contribute to and develop strategy and operational procedure for the program and leverage technology in implementation and monitoring
- c. Build relationship with key stakeholders to enhance program impact
- d. Contribute in developing proposals and making pitches to potential donors
- e. Manage donor and partner relationships.

### **Project Management**

- a. To lead, monitor & supervise the projects
- b. To align the projects with technological adjustments.
- c. To ensure the implementation of projects activities in accordance with project or activity budgets
- d. Travel to field as and when required
- e. Oversee multiple project teams, ensuring program goals are reached
- f. Manage budget to optimize fund utilization in the project
- g. Develop and control deadlines, budgets and activities

### **Mobilization**

- a. To build outreach and mobilization plans around the project locations
- b. To ensure identification and selection of suitable candidates for the assigned project
- c. To ensure youth enrolment in the training as per the batch size for the selected courses
- d. Guide the field executives on appropriate procedure during outreach to street vendors

### **Events**

- a. Organizing street vendors awareness programs
- b. Organizing digital awareness camps

### **Monitoring & Reporting**

- a. Overall project report on monthly basis to the Head of Operation with future plans
- b. Get the proper updates from the partner NGO on monthly , quarterly, half-yearly and annually
- c. Supervise and monitor field level activities on an ongoing basis.

### **Desired qualification, skills and experience:**

- a. Master Degree in communication/ business management/human resource/social work, or related field
- b. 7 to 10 years' previous experience as Program Manager/Program Officer or related position in program supporting livelihood of marginalized communities.
- c. Proficient in computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- d. Experienced digital savvy person with proven track record of digital skills
- e. Excellent power point presentation skills
- f. Experience with technologies and best practices for instructional manuals
- g. Strong project management skills with the ability to supervise multiple projects
- h. Good interpersonal skills and communication with all levels of management
- i. Organized and able to create multiple timelines, budgets, and schedules
- j. Able to multitask, prioritize, and manage time efficiently

- k. Excellent leadership, team building, and management skills
- l. Encouraging to team and staff; able to mentor and lead
- m. Excellent verbal and written communication skills
- n. Able to analyze problems and strategize for better solutions
- o. Ability to work under pressure and discipline
- p. Ability to take additional responsibilities as per the need of the organization and program.

**Reporting Relationship:** The position will report to Head of Operations- Livelihoods

**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](mailto:livelihoodrecruitments@aif.org) with subject line **“Program Manager - Entre-Prerana”**.

Along with your CV, please also share a two-minutes video resume answering these 3 questions:

- ~ Tell us something about yourself?
- ~ A brief about your achievements as a Program Manager/Officer?
- ~ Your current/last drawn CTC and expectation from the role?

Please upload a zip file including the CV, Covering Letter and video resume.

Deadline for applications: **18<sup>th</sup> July 2022**

Only applications of short-listed candidates will be acknowledged.

