

JOB DESCRIPTION

Position:	Project Lead	Program:	Digital Equalizer (DE)
Location:	Uttarakhand	Reporting Relationship:	Regional Manager - North
Nature of Employment:	Consultancy	Number of Positions:	One

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 12.9 million lives across 35 states and Union Territories of India. Learn more at www.AIF.org.

Digital Equalizer is AIF's flagship education program. Since its inception in 2004, the Program has empowered 5.4 million children with interactive STEM experiences, trained 182,025 teachers in STEM pedagogy, and transformed 24,471 schools across 35 states and union territories of the country. DE Program 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 and building 21st century skills amongst students especially girls.

ABOUT DIGITAL EQUALIZER

Digital Equalizer (DE) envisions a world where all children from under-served communities, especially girls, are prepared for a career and life. The program is bridging India's digital divide by providing and integrating technology into underperforming, under-resourced public schools, training teachers in techno-pedagogy and STEM (Science, Technology, Engineering, and Mathematics) methodology, and transforming classrooms into collaborative and interactive places for students to learn while preparing them for success in the 21st century global economy. Since its inception in 2004, the Program has empowered 5.4 million children with interactive STEM experiences, trained 182,025 teachers in STEM pedagogy, and transformed 24,471 schools across 35 states and union territories of the country.

KEY RESPONSIBILITIES

The key responsibility of the role is given below:

- Under the supervision of the Regional Manager, DE, the Project Lead will have the overall responsibility for the effective delivery of the DE program and activities of the respective state and will be single point of contact for various implementation updates of projects;
- Project Lead shall be responsible for strategizing annual budget and its execution plan for state programs, supervising the state operations and quality assurance, organizing trainings and workshops, overseeing monitoring & evaluation activities, monthly/regular reporting of the program progress & update, collation of best practices & learning of the program, undertaking state specific research/ impact for influencing change; &

- The candidate must be able to think strategically to increase the reach of the program in the allocated state, work independently and author outputs of very high quality.

Program Implementation:

- Lead implementation of ongoing projects of DE in Uttarakhand and ensure quality outputs and impact;
- Strategic execution planning of DE programs for the state to ensure that it remains focused, on its aim and key objectives;
- Research and identify thematic gaps and conduct needs assessment, where required;
- Guide development of project implementation plan to ensure incorporation of inputs from technical experts;
- Deploy new plans in consultation with the reporting manager;
- Ensure timely deployment and effective utilization of committed resources (human resource, finance, etc.) and raise additional funding for DE;
- Advocating for policy and programmatic changes to enhance the quality of education, using technology; &
- Establishing strategic collaboration, with the state governments and other major education stakeholders at the state level. Representing AIF at meetings at the state level.

Program Monitoring:

- Support and supervise implementation of programs, being directly implemented by the team to ensure that the same is on course and in close coordination with team members;
- Evaluate implementation activities and feed learnings into program design, as required;
- Ensure strong MIS and data management system to track progress in the field is in place;
- Provide feedback to the management on periodic progress (including key developments/issues) made against agreed objectives and targets;
- Managing State level communications, related to the project and complying to the regular reporting requirements of the project;
- Financial – Budget planning, closely monitoring the monthly expenses of the state;
- Conducting regular field visits to ascertain the quality of the program on the ground; &
- Follow guidelines, processes and internal procedures of the DE team that ensures that state meets the annual plan targets.

Team Management:

- Managing the state team - Core state team, District coordinators and Cluster Coordinators, Research Partners to ensure the effective delivery of the Program in Government Schools/ DIET etc.;
- Provide effective mentoring to reportees to develop their skills and capabilities;
- Undertake periodic progress meetings and bi-annual appraisal meetings;
- Develop strong and effective internal relationships with colleagues in all teams, through appropriate communications and networking at all levels;
- Develop synergies between operating teams and relevant support functions; &
- Manage HR for the state in close coordination with reporting officer and senior management.

Government Liaising:

- Liaise and develop strong working rapport and network with state government other stakeholders in coordination with the reporting manager;
- Periodic update to the Uttarakhand State Education Officials about the program;
- Undertake monitoring visits with government officials;
- Develop strong rapport with the district education authorities; &

- Actively develop pathways to ensure the sustainability of work at the community level and scaling up of select components by working with government, where applicable.

Other

- Any other work assigned by the Regional Manager/higher authorities;
- Act as a local ambassador of the 'Digital Equalizer Program' and ensure compliance with the Code of Conduct; &
- Raise funding for expanding work in the state/ programs

WHO WE ARE LOOKING FOR

- Postgraduate with at least 5-7 years of experience preferably in the Education Sector/ CSR;
- Individual having experience/ worked in technology-based education, pedagogy will be an added advantage;
- Operational experience of implementing programs across regions in the Uttarakhand state;
- Well-versed with the geography, government and corporations of Uttarakhand;
- Minimum 5 yrs. of experience of working with Government officials and CSR team of the corporate, PSU would be added advantage;
- Excellent communication skills written and spoken – **Hindi & English; &**
- Strong planning and management, documentation skills; presentation skills;
- Should have handled budget and expenses planning & management;
- Strong Interpersonal Skills - relationship building & team working, worked in Leadership role /managed a team of 25-30 members;
- Business Acumen, resilient and open to change;
- A go getter and proactive individual; drive to deliver; techno-savvy;
- Willingness to travel as per program needs; &
- Ability to think out of the box and perseverance.

Travel Requirement: 60% of the overall time.

Other: Salary shall be commensurate with experience.

Position Availability: Immediately

HOW TO APPLY: To apply for this position, send your CV with a cover letter describing how you meet the specifications for this role, please also mention the current remuneration, expected remuneration and notice period you have to **derecruitments@aif.org** with the subject line “**Project Lead – Uttarakhand**”.

Only applications of short listed candidates will be acknowledged.