

Position:	National Head-Green Livelihoods	Program:	Livelihoods
Location:	Delhi NCR	Reporting Relationship:	Director-Livelihoods
Nature of Employment:	Fixed term Staff (for two years)	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](http://www.AIF.org).

### **ABOUT THE PROGRAM**

AIF’s Livelihoods Program is focused on transforming the green jobs ecosystem in India and create income enhancement opportunities for at least one million vulnerable Youth, Women, Persons with Disabilities by 2030. Green skilling is crucial for making a transition from an emission-intensive economy to cleaner and greener production and service patterns. American India Foundation and Market Aligned Skills Foundation (an AIF initiative) will be jointly supporting vulnerable communities for green jobs/livelihoods that contribute to preserving or restoring the quality of the environment, while simultaneously improving social equity and enhancing overall quality of life. AIF is undertaking the green livelihoods work in partnership with the National Skill Development Corporation, Skill Council for Green Jobs, corporate and CSR partners, state governments, donors and partner NGOs.

#### Pathways to Impact

1. MAST 2.0: Provide Market Aligned Skills Training and Employment as per need of the geography
2. ABL 2.0: Create Career Pathways for Persons with Disabilities
3. Entrepreneurship: 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**

The National Head-Green Livelihoods will be responsible for leading various aspects of the Green Jobs initiative such as program design, development, and implementation, fostering partnerships and engagement with government at the district and state levels and, fundraising and donor contract management.

The incumbent will also hire and manage a team of dedicated professionals in multiple project locations across India as well as identify partner organizations (to support implementation & monitoring) to further the Green Jobs Initiative.

**1. Project Management:**

- Lead the project design and development in consultation with key stakeholders.
- Contribute to AIF's strategy development on Green Livelihoods and execute the strategy.
- Provide thought leadership within AIF on Green Livelihoods, Climate change and sustainable livelihoods.
- Oversee implementation of the projects under the Green Jobs initiatives, across India.
- Prepare and manage a dynamic project implementation plan, in consultation with key team members and government.
- Provide supportive supervision to block-level, district level or state level teams in routine implementation of planned activities.
- Ensure accuracy in projects' data collection and reporting.
- Undertake documentation of the projects for internal learning and donor reporting purposes.
- Engage with government and donor(s) for project planning, review and reporting.
- Facilitate day-to-day project management tasks including all aspects of financial management, human resources management, procurement, and office administration.
- Build innovative programs which cater to grassroots livelihoods creation in areas of clean energy, waste management, electric vehicles, environmentally sustainable agriculture etc.

**2. Government Engagement:**

- Facilitate Memorandum of Understanding (MoUs) with state governments, district collectorates, PSUs for ensuring co-operation from all departments concerned towards the program.
- Establish and maintain regular contact with the government officials, program implementing partners at state and district level for program review, sharing of learnings and contribute to policy advocacy.
- Engage with state and district governments to encourage adoption of best practices demonstrated in the program including providing support to budget planning.

**3. Building Partnerships and Resource Mobilization:**

- Proactively work with AIF's Strategic Partnerships team to identify fundraising opportunities from CSR and other institutional donors.
- Support in proposal development and donor contract management, in co-ordination with the Strategic Partnership team and government engagement team at AIF.
- Help in identifying credible partner NGOs/organizations who can partner on program implementation.
- Provide technical assistance and leadership support to implementation partners.
- Network with alliances and other likeminded organizations for replication of the program.

**4. People Management:**

- Hire, retain and develop a high-performance team for delivering AIF's strategy on Green Jobs.
- Facilitate and coordinate high quality and timely trainings of project team members and other stakeholders.

**5. Monitoring and Evaluation (in co-ordination with Learning, Evaluation & Impact team at AIF):**

- Coordinate with government in seeking approvals for conducting routine monitoring, baseline, end line surveys, and needs assessment studies, as necessary.
- Facilitate the development, implementation and strengthening of program MIS.
- Undertake field visits to monitor programs as well as conducting periodic program reviews with government counterparts and other partners.
- Provide feedback to and participate in review meetings of the Program Steering Committee on a regular basis.
- Prepare regular monitoring reports, both for AIF, donors and internal audiences, on the progress of the program.

**KEY SKILLS AND COMPETENCIES:**

- Post-graduate in Social Science/Environment or related fields.
- Minimum of 10-15 years' experience in program management in the climate action and/or sustainable livelihoods space, of which at least 3-5 years should be in a leadership role.
- At least 5 years of relevant sectoral knowledge concerning green jobs, green livelihoods for rural women, waste management, clean energy, decentralized energy solutions at rural level.
- Understanding of state and district government structures and previous experience of working with state and local governments.
- Demonstrated skills to performance manage and mentor staff in delivering their job responsibilities.
- Excellent understanding of the climate action landscape in India.
- Ability to network and negotiate effectively with a wide range of stakeholders to achieve the objectives of the program.
- A self-starter who can perform with minimal supervision.
- Willingness to travel for at least 30% of time all over India.

**OTHERS:**

Salary shall commensurate with experience.

**POSITION AVAILBILTY:**

Immediate

**APPLICATION PROCESS:**

To apply for this position, please click [here](#)

Only applications of shortlisted candidates will be acknowledged.