

Position:	MIS cum LMS Officer	Program:	Digital Equalizer (DE)
Location:	Uttarakhand	Reporting Relationship:	Project Lead
Nature of Employment:	Consultancy	Number of position:	1

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.

Objectives of the project:

- Strengthen STEM school education in rural government schools.
- Improve the performance of underprivileged girl students from government schools in competitive exams.
- Build the institutional capacity of 5 District Institute for Education Training (DIETs) on STEM learning, techno-pedagogy, and preparation of students for the competitive exam over 4.5 years.
- Institutionalize best practices for sustainability through creation of a playbook in partnership with the government and sharing evidence of the same.

ROLES AND RESPONSIBILITIES:

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 organization and the donor.
- Keeping record of training and updating the list of participants of any capacity building sessions/training
- Data Entry and Data Cleaning work for different surveys, study, training participants
- Field monitoring and evaluation:
 - Monitoring LMS data and usage by the students
 - Monitoring the MIS platform and timely feedback
 - Design monitoring and evaluation tools and ensure efficacy of the programme.
- Ensure programme implementation as per the MoU, approved budget and timelines.

Developing strategy/planning for IT structure for the project

- Ensuring efficient functioning of virtual platforms by providing technical assistance to teams.
- Troubleshooting issues related to IT software and hardware.
- Maintaining database of IT equipment.
- Installation of application and software maintenance (video conference applications, MS Office and other applications as and when requested)
- Providing inputs on provision of IT equipment when required.
- Safeguarding the IT equipment by maintaining records.
- Use office tools including Google Docs, Sheets and Slides fluently
- Use Google Forms to collect and analyse data from surveys and quizzes
- Basic data analysis skills in Excel and Sheets to create graphs and charts
- Basic video editing skills
- Familiar with Data collection tools and platforms like Survey CTO, Kobo etc
- Understanding of how data can be used to generate insights
- Understanding and familiarity with programming and hands on knowledge of at least one programming language
- Experience setting up meetings with Zoom, Google Meet etc.
- Conduct virtual trainings for teachers and organizing webinars.

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 organization and donor.
- Any other reports required by the SPM/ program team of DE/ Donor.

Required Skills and Competencies:

- Minimum Graduation/BCA degree would be preferred
- Minimum of two (2) years of working experience in MIS and LMS
- Working knowledge of MS Office
- Should have working experience in Microsoft Excel
- Previous experience of working in Social Sector would be preferred

Other: Salary commensurate with experience. Initially, the contract shall be issued till March 2024, which shall be renewed yearly thereafter, based on performance.

Position Availability: Immediately

HOW TO APPLY: To apply for this position, please click [here](#) and share your details and resume in the prescribed format.

Only applications of short listed candidates will be acknowledged.