

Advertisement for the position of Program Manager/Program Officer – AIF
William J. Clinton Fellowship for Service in India

American India Foundation

Position –Program Manager/Program Officer

Program – AIF William J. Clinton Fellowship for Service in India

Location: Gurgaon

Background:

The William J. Clinton Fellowship for Service in India is an immersive 10-month leadership development program which brings young professionals from the US and India together to serve in organizations across India. The Fellowship offers the opportunity for young professionals to gain skills in various areas of the social development sector including livelihoods, public health, education, and human rights/advocacy. Since its inception in 2001, over 360 fellows have served in India with over 100 organizations, and continue to significantly contribute to the growth and expansion of the Indian development Sector.

Job Description:

The program manager/program officer will be an integral of the AIF CFP team, and will contribute to developing and strengthening the program. The program manager/program officer will be responsible for executing and supporting the day-to- day operations of the AIF Clinton Fellowship program. This role will be involved in every stage of the Fellowship including recruitment of Fellows and host organizations, preparation for the program, coordination of major events including Orientation, Midpoint, and Endpoint, and monitoring and evaluation of the program throughout the 10-month Fellowship. The program manager/program officer will also be responsible for managing the network of partners and supporters of the Fellowship program, and also encourage financial sponsorship of the program.

Key Responsibilities:

People and Event Management (50%)

- Offer daily mentorship and support to Fellows currently in the field. Support them fully in their professional and personal growth. Conduct site visits in the field.
- Work with the foreign national Fellows to adjust to Indian norms, customs, particularly work culture. Actively manage and plan their arrival and settlement in India.
- Organize and coordinate program events including Orientation, Midpoint, Endpoint, and Thematic Conferences on various development topics.
- Engage Fellows throughout the Fellowship year in professional development opportunities.

- Contribute to building a strong Alumni network amongst past Fellows, and participate in inducting outgoing Fellows into the Alumni cohort.

Program Development and Management (50%)

- Manage the application, selection and placement of the Fellows.
- Manage all digital platforms and software that are part of the recruitment and implementation process.
- Responsible to develop and maintain partnerships with host organizations and stakeholders of the Fellowship.
- Survey, report and grant writing for internal and external stakeholders.
- Work with the Program Head on tracking financial expenditure, contributing to financial management, and budget planning throughout the financial year.
- Develop strategies and innovations to strengthen program and ensure quality.
- Participate in creating a monitoring and evaluation framework for the Fellowship. Managing the continuation and sustainability of the monitoring and evaluation framework of both the Fellows and the host organizations.

Other Responsibilities

- Advise AIF and all programs with regards to working with all external stakeholders in India-NGO partners, governments, trustees, supporters and other donors.
- Support country director and other program head in various events and organization activities.

Key Skills and Competencies:

- The post holder should have at least 3 years of experience working directly with communities or people in development in respect to training, mentoring, teaching, or capacity-building. Demonstrate strong skills in managing groups of individuals from different backgrounds and perspectives. Professional experience in guiding experiential education programs or Fellowship programs preferred.
- People-oriented, with demonstrated evidence of collaborative communication skills, and strong inter-personal skills. Ability to communicate empathetically and transparently with individuals from varied backgrounds. Experience working in high-pressure situations.
- Skills in data analysis and visualization. Should be able to design, analyze, and work with qualitative and quantitative data.
- Professional experience or a strong interest in social development and social justice. Committed and open to working with diverse communities and organizations. Demonstrated experience in facilitating community participation in relation to the social development sector.

- Ability to advise and give high level strategic input on proposal development and program scale up.
- Demonstrated experience in delivering presentations. Ability to be clear, concise, and engaging in spoken language when communicating with others.
- Strong writing skills- able to quickly and effectively write media collateral, emails, and reports.
- Strong computation skills in Xcel, Word, and PowerPoint. Able to learn new software quickly and effectively.
- Strong organizational skills; strong detail-orientation.
- Demonstrated experience in coordinating events in diverse, complex environments.
- Honesty, integrity, and conscientiousness.
- Active and creative problem-solver.
- Good analytical and planning skills.
- Ability to work well and contribute effectively under pressure and in response to rapidly changing needs.
- Ability to travel as and when required.

Reporting: The position will directly report to Director- AIF William J. Clinton Fellowship for Service in India.

Designation and salary would 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 recruitment@ttcglobal.com with subject line “**Program Manager/Program Officer – AIF William J. Clinton Fellowship for Service in India**”. Deadline for applications: **Monday, 14th August, 2017.**

Only applications of short listed candidates will be acknowledged.