

Advertisement for the position of Director – Digital Equalizer

American India Foundation

Position –Director

Program – Digital Equalizer

Location: Gurgaon

Background:

American India Foundation (AIF) has been implementing the Digital Equalizer (DE) program across 5000 schools annually in 12 states (and growing) over the last 15 years. DE utilizes technology to bridge the digital divide in India and transform under-resourced schools into dynamic places to teach and learn to create large-scale, sustainable impact in education.

We are looking for a dynamic leader who can lead multi-fold expansion of the impact of the program over the next 3-5 years by successfully collaborating with the governments, companies, donors and communities, with a strong focus on sustainability and scalability.

Key Responsibilities:

Strategic Program Direction:

- Review, assess and update the design of the DE program to ensure that it remains focused on its mission and key objectives.
- Lead the development of the DE strategy and priorities in collaboration with the DE Team (including US and India-based staff) for discussion and agreement in wider AIF forums.
- Ensure the delivery of the program activities as per the program plan in order to achieve the expected outcomes with regard to the program strategy / agreed goals.
- Demonstrate good governance within program delivery and financial management, ensuring that all systems and controls are in place and followed to allow accurate reporting, cost effectiveness.
- Identify opportunities to integrate DE with other AIF programs in the sectors of education, livelihood and possibly public health.
- Develop guidelines, processes and procedures to be followed internally by the DE team that ensures that it meets the annual plan targets.
- Designing an impact measurement and monitoring system for the DE programme by working closely with the MEL team.
- Responsible for corrective actions where needed as a result of the monitoring and evaluation process of the DE program and ensure appropriate and timely communication to various stakeholders in India and the US.
- Develop the vision of expansion of DE in lines with the larger education sector growth and pursue the path envisioned to ensure growth of DE.

People management:

- Determine the human resources requirements to execute its work in an efficient and cost-effective manner.
- Recruit, motivate and retain high quality DE staff across multiple states in line with the AIF India's policies and procedures.
- Ensure timely and quality performance appraisal of staff in line with the AIF organizational guidelines
- Responsible for capacity building of the DE team and work closely with HR for its implementation
- Work collaboratively with internal departments to contribute to organisation success; review outputs and share learnings.

Strategic Alliances and Partnerships:

- Build strategic alliances & partnerships with individuals and institutions in India that can positively impact the quality of the DE program in terms of content and delivery
- Build and maintain partnerships with funding agencies and corporations in India that can provide resources-financial, knowledge, human etc to enhance quality of the DE program.
- Collaborate with the governments at the central and state levels to embed the DE methodologies in the larger ICT in education policies and practice.
- Actively engage with policy makers to influence the policy and practice of ICT for Education in India, based on DE's learning's and experiences.
- Support the US team in building and maintaining relationships with US-based partners who support AIF's DE work including monitoring and provision of time reports.
- Develop partnerships with media so that the importance of ICT in education in general and DE in particular are wisely understood by potential resource partner and governments.

Knowledge Management and thought leadership:

- Using data, evidence and insights from the program, create and disseminate knowledge and learning internally as well as externally
- Represent AIF in thematic conferences, seminars and other events on education for programme visibility, thought leadership and networking
- Publish articles on AIF Blogs and other external forums based on learning of the DE programme

Finance and procurement:

- Detail the annual plans and budgets of DE in India in line with the agreed strategy in collaboration with the US-based staff for discussion and agreement in wider AIF forums.

- Work closely with the Finance Team and the Head of Programmes to ensure all expenses incurred by the DE programme are in line with agreed budgets and follow the system of quarterly reporting on fund allocation and utilization.
- Ensure that funds requirements from the US are worked out in line with agreed budgets and communicated in a timely manner to the US.
- Enforce compliance to meet funding/donor requirements in order to retain and develop grant and partner relationships
- Enable timely purchase of equipment and services for the DE program in consonance with AIF India procedures.

Key Skills and Competencies:

- Post Graduate Degree in Social Sciences, International Development or Business Administration.
- Minimum 10 years of leadership experience of working on technology enabled education programmes in the NGO sector / social enterprises that focus on technology-enabled education; with the demonstrated ability to foster partnerships and work with multiple stakeholders.
- Proven track record of developing and managing high quality and innovative education programmes
- Understanding and experience of Education and its diverse branches of specialty around learning, pedagogy, environment etc.
- Proven track record of resource mobilization from institutional donors, CSR and governments; experience in proposal writing/fund raising
- Experience and understanding of the working of various government education administration systems in diverse states.
- Proven analytical skills and strategic thinker, with a vision for institutional building, sustainability and scalability
- High level of team management and interpersonal skills and exhibits self awareness
- Excellent written & verbal communication skills; sound representational abilities.
- Strong conceptual and analytical awareness of program quality and other implementation challenges faced by team and partners
- Aptitude for internal and external networking nationally and internationally
- Good research and data analysis skills with program planning and design, monitoring and evaluation techniques
- Good financial and budget management experience
- Entrepreneurial and innovative in approach to the management of objectives.
- High personal & professional integrity.
- Willingness to travel.

Reporting: The position will directly report to Head of Programs.

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 **recruitment@ttcglobal.com** with subject line “**Director – Digital Equalizer**”. Deadline for applications: **Tuesday, 20th June, 2017.**

Only applications of short listed candidates will be acknowledged.