

Advertisement for the position of Program Manager – Digital Equalizer

American India Foundation

Position –Program Manager

Program – Digital Equalizer

Location: Delhi

Background:

American India Foundation (AIF) has been implementing the Digital Equalizer (DE) program across 7359 schools annually in 15 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.

Job Description:

Under the supervision of the Director, DE Program, the State Program Manager will have the overall responsibility for the effective delivery of the programs as per MoU signed between AIF, Donor and the respective state governments. The candidate must be able to think strategically, work independently and author outputs of very high quality. The candidate will be expected to take on programmatic responsibilities which include 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.

Key Responsibilities:

- Strategic execution planning of DE programs for the state to ensure that it remains focused on its aim and key objectives.
- Implement the Program strategy and priorities in collaboration with the DE Director & central Team.
- Managing the state team - Core state team, Zonal Coordinator and Cluster Coordinators, Research Partners to ensure the effective delivery of the Program in Government Schools/ DIET etc.
- Ensuring quality delivery ,monitoring and evaluation of the program in order of achieve expected outcome as per program strategy and agreed goals
- Managing relationships with the state government officials , Partners and stakeholders
- Conducting monthly team meetings to discuss the progress of the program and preparing a report on the same
- Conducting regular field visits to ascertain the quality of the program on the ground

- Establishing strategic collaboration with major education stakeholders at the state level
- Representing AIF at meetings at the state level
- Managing State level communications related to the project and complying to the regular reporting requirements of the project
- Advocating for policy and programmatic changes to enhance the quality of education through the use of technology
- Financial – Budget planning, closely monitoring the monthly expenses of the state.
- Follow guidelines, processes and internal procedures of the DE team that ensures that state meets the annual plan targets.

Key Skills and Competencies:

- Post Graduate with 6-8 years of experience preferably in the Education Sector/Skill development/CSR. Individual having experience/worked in technology based education , pedagogy will be an added advantage
- Operational experience of implementing programs across regions in the state.
- More than 3 yrs of experience of working with Government officials and CSR team of the corporate, PSU would be added advantage. Working experience with State Education Department will be added advantage.
- Excellent communication skills written and spoken – English & Hindi
- 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
- Ability to think out of the box and perseverance ;
- Ability to work with larger virtual teams located across India
- Techno-savvy

Reporting: The position will directly report to Director-Digital Equalizer.

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 “**Program Manager – Digital Equalizer**”. Deadline for applications: **Wednesday, 1st November, 2017.**

Only applications of short listed candidates will be acknowledged.