

Advertisement for Project Coordinator

American India Foundation Trust

Position – Project Coordinator

Program – MAST- Livelihoods

Location: Gurgaon

Background:

The American India Foundation is committed to catalyzing social and economic change in India, and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact.

Through its Market-Aligned Skills Training (MAST) program, AIF has skilled cumulatively 130,000 youth till March 2018, through partnerships in 195 centres across 22 states. AIF plays the role of enabling skill building, building partners capacities, developing processes pre, during and post training support, curricula customization, and faculty training and employer engagement for application of technology and mobile applications in skilling delivery. Overall project designing and management of the program remains core responsibility of AIF, while leveraging community relationships of the local partners in varied geographies.

Project Overview

AIF is implementing a Market Aligned Skills Training project for 200 youth for year at Gurgaon, wherein youth are being trained and 75% from them are placed in various domains such as Automobile, Electrician and Plumbing. The project aims at enhancing the employability and upward mobility of the candidates through a Market Aligned Skills Training comprising of technical skills, financial literacy, digital literacy, soft skills and communication.

Key Roles and Responsibilities:

- **Co-ordination:** Ensure close co-ordination with the implementing partner and AIF head office
- **Milestones:** Ensure planning and timely delivery of project milestones and targets within the specified budget and timeline
- **Monitoring:** Ensure proactive tracking and course correction of the project activities and their closer follow ups
- **Donor:** Coordinate and engage with donor to ensure timely programmatic and financial reports
- **Employers:** Coordinate and engage with employers to ensure all trained youth have employment opportunity
- **Volunteers:** Facilitate voluntary activities by engaging with corporate and employers and various events such as graduation ceremony
- **MIS:** Ensure project data is inputted in the AIF web-based MIS on regular basis, oversee the data quality and ensure their quality verification and validation

Key skills and competencies:

- Understanding of skill development program especially on market front which include dealing with employers and youth
- Understanding of youth development issues, their aspiration and training
- Passion of working for and with the underprivileged, sensitivity to gender issues
- Verbal and written communication in Hindi and English
- MS office, power point, infographics and worksheets calculations in Excel spreadsheet
- Willing to travel extensively to and within project locations
- Engaging multiple stakeholders
- Ability to plan, prioritize and implement activities in time-bound manner
- High personal and professional integrity
- Minimum graduate, preferably in Engineering, with experience of application of digital platform in livelihood project implementation of minimum 2 to 3 years

Reporting: The position will directly report to Senior Advisor- Livelihoods

Other: One Year fixed term position.

Salary shall be commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV for this role to indiarecruitments@aif.org with subject line “**Project Coordinator- BoA**”

Closing date for applications: **Thursday, 25th December, 2018.**

Only applications of short listed candidates will be acknowledged.