

## **State Program Manager- Digital Equalizer, Maharashtra**

**Position:** State Program Manager

**Program:** Digital Equalizer

**Reporting:** Zonal Head- South

**Location:** Mumbai, Maharashtra

### **Background:**

The American India Foundation (AIF) 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. AIF's programming seeks to achieve gender equity through developing inclusive models that focus on and empower girls and women. Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 5.6 million of India's poor. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in New Delhi, AIF is transforming lives across 24 states of India while addressing these issues on a regional, country, and international scale. Learn more at [www.AIF.org](http://www.AIF.org)

AIF's Digital Equalizer (DE) program of The American India Foundation (AIF) utilizes technology to bridge the educational and digital divide in India by transforming schools into dynamic places to teach and learn through collaborative, project-based learning. Till date, the program has covered 13,501 schools across 15 states in India and reached close to 4 million students.

### **Roles & Responsibilities:**

- Under the supervision of the Zonal Head-South, DE, the State Program Manager (SPM) will have the overall responsibility for the effective delivery of the DE program and activities of the respective state/s.
- SPM shall be responsible for 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.
- The candidate must be able to think strategically to increase the reach of the program in the allocated state, work independently and author outputs of very high quality.

### **Program Implementation:**

- Lead implementation of ongoing projects of DE in Maharashtra (Mumbai, Pune, and other districts) and ensure quality outputs and impact.
- Strategic execution planning of DE programs for the state to ensure that it remains focused, on its aim and key objectives.
- Research and identify thematic gaps and conduct needs assessment, where required.
- Guide development of project implementation plan to ensure incorporation of inputs from technical experts.

- Deploy new plans in consultation with the reporting manager.
- Ensure timely deployment and effective utilization of committed resources (human resource, finance, etc.) and raise additional funding for DE.
- Advocating for policy and programmatic changes to enhance the quality of education, using technology.
- Establishing strategic collaboration, with the state governments and other major education stakeholders at the state level. Representing AIF at meetings at the state level

#### **Program Monitoring:**

- Support and supervise implementation of programs, being directly implemented by the team to ensure that the same is on course and in close coordination with team members.
- Evaluate implementation activities and feed learnings into program design, as required.
- Ensure strong MIS and data management system to track progress in the field is in place.
- Provide feedback to the management on periodic progress (including key developments/issues) made against agreed objectives and targets.
- Managing State level communications, related to the project and complying to the regular reporting requirements of the project.
- Financial – Budget planning, closely monitoring the monthly expenses of the state.
- Conducting regular field visits to ascertain the quality of the program on the ground.
- Follow guidelines, processes and internal procedures of the DE team that ensures that state meets the annual plan targets.

#### **Team Management**

- Managing the state team - Core state team, District coordinators and Cluster Coordinators, Research Partners to ensure the effective delivery of the Program in Government Schools/ DIET etc.
- Provide effective mentoring to reportees to develop their skills and capabilities.
- Undertake periodic progress meetings and bi-annual appraisal meetings.
- Develop strong and effective internal relationships with colleagues in all teams, through appropriate communications and networking at all levels.
- Develop synergies between operating teams and relevant support functions.
- Manage HR for the state in close coordination with reporting officer and senior management.

#### **Government Liaising**

- Liaise and develop strong working rapport and network with state government other stakeholders in coordination with the reporting manager.
- Periodic update to the state education officials about the program.
- Undertake monitoring visits with government officials.
- Develop strong rapport with the district education authorities.
- Actively develop pathways to ensure sustainability of work at the community level and scaling up of select components by working with government, where applicable.

#### **Other**

- Any other work assigned by the Reporting Manager/higher authorities.
- Act as a local ambassador of the 'Digital Equalizer Program' and ensure compliance with the Code of Conduct.
- Raise funding for expanding work in the state/ programs.
- Other programs/ activities as assigned by the Supervisor/ Reporting Position.

**Key skills and competencies:**

- Postgraduate with at least 7-8 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 Maharashtra state. Well-versed with the geography, government and corporations of Maharashtra.
- More than 3-5 yrs. of experience of working with Government officials and CSR team of the corporate, PSU would be added advantage.
- Excellent communication skills written and spoken – **Marathi, Hindi & English.**
- 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; techno-savvy.
- Willingness to travel as per program needs.
- Ability to think out of the box and perseverance.

**Reporting:** The position will directly report to Zonal Head- South.

**Other:** Salary commensurate with experience.

**Position Availability:** Immediate

**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 **derecruitments@aif.org** with subject line “**SPM Maharashtra**”. Deadline for applications: **24<sup>th</sup> Feb, 2020**. Only applications of shortlisted candidates will be acknowledged.