Program Officer, Learning and Migration Program

Position – Program Officer  
Program- Learning and Migration Program (LAMP)  
Reporting – Program Director  
Location – Gurgaon  

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, with a focus on women, children and youth. Working closely with local communities, AIF partners with Corporates and NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact.

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

About Program:  
AIF’s Learning and Migration Program (LAMP) operates in highly underserved, remote districts, where school dropout often occurs due to distress seasonal migration. LAMP provides access to quality education opportunities to children in these areas, while also advocating to communities and governments the Universal Right to Education. Started in 2004, LAMP has reached over 500,000 children, and is currently present in more than 900 schools across 7 states.

Key Responsibilities:  
Reporting directly to Program Director, the Program Officer (National Office) will serve as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the Program Director. S/he would also serve as a liaison to LAMP Internal Stakeholders (State teams/Consultants/Partners), National Office senior management team in the Director’s absence; will organize and coordinate outreach and external relations efforts for the program; and will oversee special projects.
The Program Officer must have strong documentation skills, must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and beneficiary
oriented. The ideal individual will have the ability to multi-task, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Program Officer will have the ability to work independently on program annual reports and budgets, board updates, new programs concept note from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

- Work closely with the Program Director on the Program’s larger vision and mission, its planning and execution, LAMP process-documents, Program Annual Reports, Program Presentations, collateral, financial documents and any other communication etc.
- Provides leadership to build relationships crucial to the success of the organization, and work on special project concepts and larger proposals along the Program Director, some of which may have organizational impact.
- Completes a broad variety of organizational tasks with the Program Director including: supporting in calendar of appointments for fund raising, senior government official of central ministries/state, multi-lateral organizations/others; supporting in the preparing correspondence that is sometimes confidential; planning agendas and collaterals; and meeting follow-up and minutes /its closures
- Plans, coordinates and ensures the Program Director’s schedule is followed and respected.
- Create a monthly review and program update cadence of State teams on matters related to programmatic project progress update, monthly reports and deliverables. And ensures all reports, update, minutes of meeting and adherence to the closures of open issues by the States.
- Provides a bridge for smooth communication between the Director’s office and internal LAMP States; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Successfully completes critical aspects of deliverables with a hands-on approach, including proposal document, donor yearly reports, Program Board updates and any communication documents which has to go from the Director’s office ands/he would have ability to effectively lead the Director’s office activity. Prioritize conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Designing & development of Quality Standards and its Protocols for LAMP Programs with the field data inputs from the Zonal Heads mapping to DE Core quality assurance. Develop systems, forums, protocols, and policies that facilitate communication between the head
office, State team in a smooth fashion. Employs resourcefulness in new project design, implementation and monitoring. Trouble shoots project problems. Identifies and suggest creative solutions.

- Researches, prioritizes, and follows up on school education & skilling related updates from each of the states both programmatic and futuristic. Determine appropriate course of action, referral, or response.
- Work with the Director to bring in Innovation in to the LAMP functioning as well at the Programmatic implementation.
- Any other work as assigned by the Line Manager

Skills & Competencies:

- Masters in the field of education / technology /Science /Social Sciences– with at least 5-7 years of experience
- Strong written and verbal communication skills with good experience in proposal, concept notes, report writing.
- Good research and data analysis and documentation skills. Conversant to program/data management tools/ software will be added advantage.
- Government, donor liaising, relationship building. Strong on networking and representation. High on building donor relations / potential donors / fundraising
- Good organizational skills and multi-tasking skills and the ability to maintain a realistic balance among multiple priorities.
- Strong conceptual and analytical skills with awareness of Program Quality and implementation challenges faced by team in the field
- High level of maturity with excellent team management / leadership skills
- Conversant with emerging technologies, especially in the education and development sector
- Excellent advocacy skills
- High level of interpersonal skills
- Flexible working hours and ability to handle pressures.
- Open to travel at short notice
- A continuous learning, critical thinking and problem-solving mindset
- Ability to work with a diverse group / across teams
- High level of coordination and organizing skills
- Monitoring and evaluation expertise with the ability to provide training to teams and partners

Reporting: The position will report to Program Director.
**Other:** Salary commensurate with experience.

**Position Availability:** Immediately

**Application Process:** To apply for this position, please send your (i) CV, (ii) covering letter describing how you meet the specifications for this role, (iii) mention current and expected remuneration and notice period to lamp@aif.org with subject line “Program Officer- LAMP” on or before 10th April 2020.

Only applications of short-listed candidates will be acknowledged.