Program Officer to Country Director

Position – Program Officer  
Reporting – Country 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

Key Responsibilities:

- Support the Country Director in organisational planning, operational monitoring and business analytics.
- Provide support to develop high quality concepts/proposals in line with the strategic vision.
- Provide program operations level data analysis to ascertain the progress of all programs.
- Support the CD in putting together communications for important events and forums.
- Working closely with other functional managers to ensure that co-ordinated and effective direction and support is provided to all the programs.
- To support on the strengthening of programme quality to ensure that it reaches organisational standards. This will include working closely on monitoring, evaluation and learning, financial management and providing effective coordination within program teams.
- Oversee the quality of reports being submitted to key donors.
- Working closely with the Country Director to work with the program units on future priorities and strategies for enhancing the quality and overall impact of AIF’s work.
- To engage with external stake holders and strengthening the network for AIF.
- Work closely across all units to achieve more effective cross functional coordination.
- Support the Country Director in organizing Trustee meetings of the organization and Board meetings of the subsidiary companies.
• To assist Country Director in any other matter as directed

**Skills & Competencies:**

• Master’s degree in Management / Social Work or any similar field with minimum 4-5 years of experience in relevant field
• Ability to work under pressure and manage tight deadlines with least supervision
• Excellent team player with a commitment to team building
• Should be willing to travel to project locations
• Good communication, documentation and interpersonal skills
• Good presentation skills are essential for this position
• Good networking and advocacy skills especially with internal stakeholders
• Good organizational skills and multi-tasking skills and the ability to maintain a realistic balance among multiple priorities.
• Ability to work with a diverse group / across teams

**Reporting:** The position will report to Country Director.

**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 programofficer@aif.org with subject line “Program Officer” on or before 10th April 2020.

Only applications of short-listed candidates will be acknowledged.