

Advertisement for Program Associate- William J Clinton Fellowship for Service in India

Position: Program Associate- William J Clinton Fellowship for Service in India

Program: William J Clinton Fellowship for Service in India

Reporting: Program Manager

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. Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of 4.6 million of India's poor. Learn more at www.AIF.org

William J. Clinton Fellowship for Service in India builds the next generation of service leadership committed to lasting change for underprivileged communities across India, while strengthening the civil sector landscape to be more efficient and effective

Roles & Responsibilities:

Logistics and HR (70%)

-Provide assistance and support to Director and Program Manager in coordinating orientation, midpoint, and endpoint training sessions. Providing coordination support with thematic conferences, and exposure visits.

-Assist in the selection process by helping to arrange and schedule interviews of the Fellows within India. Assist in the interview process by managing timing and scheduling, managing the registration of candidates, and managing the interview panel

-Manage HR documentation processes. This includes when Fellows join the Fellowship, managing their leave, travel and reimbursements during the course of the Fellowship, and handling their clearance processes upon completion.

-Liaison with Finance and Communications departments for reimbursements and publication materials.

-Process travel and financial requests for Fellows as and when required.

-Providing travel and financial logistics for the Director and Program Manger in relation to site visits, interview of candidates, and recruitment visits

Communications and Public Relations (20%)

- Participation in recruitment process by publicizing the fellowship in India to relevant stakeholders. Creating a database of potential universities/colleges/professional institutions where the program could be marketed. Communicate by email with prospective candidates and enquiries. Giving presentations at institutions, universities, and professional groups
- Support Program Officer in the USA with engaging Indian Alumni.
- Provide written assistance to the Director and Program Managers in internal program assessments, as well as program documentation.
- Support communication with host organizations throughout the Fellowship year.

Other Program Areas (10%)

- Daily administrative support in all areas to Director and Program Manager.
- Any other work that is delegated by the Director, Program Manager, and Program Officer.

Key skills and competencies:

- Detailed-oriented in arranging events and travel
- Ability to work under pressure and manage tight deadlines with least supervision
- Excellent team player with a commitment to team building
- Good communication and documentation skill
- Excellent data management and good presentation skills are essential
- Bachelors degree in relevant field with minimum 2 years of experience arranging logistics and travel
- Good inter-personal skills to build bridges across functions and within team.

Reporting: The position will directly report to Program Manager

Other: 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 **“Program Associate- Clinton Fellowship Program”**

Deadline for applications: **Wednesday, 5th December, 2018.**

Only applications of short listed candidates will be acknowledged.