

JOB DESCRIPTION

SR./PROGRAM MANAGER, CEO's OFFICE

1. JOB OVERVIEW

- 1.1. Designation:** Program Manager/ Sr. Program Manager (Functional role similar)
- 1.2. Business line:** Support
- 1.3. Function:** Strategic Initiatives Group (Internal Consultant/CEOs Office)
- 1.4. Duty Post:** Remote for next 6 months (New Delhi/Mumbai – base location in future)
- 1.5. Legal Entity:** Piramal Foundation

2. JOB BACKGROUND AND PURPOSE

This role is to **co-create strategies, facilitate problem solving** and **engage CxOs with 20+ years** of experience in driving mission critical projects at one of India's most impactful Foundations.

This opening is ideal for impact consultants, **with min 6 years of experience**. You will have an opportunity to influence strategy as well as strengthen institutional pillars while working across **Education, Water and Health domains**.

The selected Program Manager shall:

- Lead and build frameworks for disruptive, discontinuous ideas alongside business line peers and leaders
- Responsible for leading teams to **drive Governance**, and effective **communication** with external /internal stakeholders
- **Develop team's capability** to problem solve, co-create solutions, drive/influence agenda, and create business documents

| 3 | KEY RESPONSIBILITIES AND DUTIES | (%) |
|------------|--|-----|
| 3.1 | Lead key Projects | 30% |
| a | Strong project management, team management for timely and quality delivery | |
| b | Overall accountability for success in creating strategies for business expansion, change initiatives | |
| c | Setup processes for creation of business documents to communicate with board members, donors and external stakeholders | |
| 3.2 | Strengthen Governance | 50% |
| a | Work closely with CXOs, co-create systems to highlight critical constraints, successes | |
| b | Manage cross- functional, organization- wide projects or initiatives | |
| c | Determine key performance indicators for the projects/initiatives | |
| d | Synthesize updates, create dashboards for CEO/CxOs/Board members | |

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|------------|---|-----|
| 3.3 | Ensure strategic excellence | 20% |
| a | Facilitate communication between CEO/External Stakeholders and CxOs/Projects Teams/Functions | |
| b | Prepare tools and formats to ensure excellence, drive initiatives and shared meaning making across different business functions | |
| c | Assist CEO for upcoming meetings with CxOs, internal/external stakeholders, Board | |

4. WORK CONDITION AND ENVIRONMENT

- a. Ready to take up responsibilities and travel with short notice periods
- b. Open to work on short deadlines

5.1. SKILLS AND ATTRIBUTES

5.1.1. Skills/Abilities

- a. **Manage** high performance teams, **Coach team** to develop as consultants
- b. **Orchestrate** effective team meetings with agility and impact
- c. **Collaborate with, influence, and facilitate** engagements with CxOs
- d. **Communicate effectively**, written (English) and oral (English and Hindi); **synthesize and articulate complex** concepts in easy-to-understand ways
- e. **Exceptional Problem solving and Program Management skills**

5.1.2. Attributes

- a. **Passionate** about creating impact
- b. **Humility, willingness to learn, unlearn**
- c. Ability to **lead teams**, support meaning making through **highly ambiguous** environment
- d. Drive for **excellence and self-reflection**
- e. **Entrepreneurial mindset, quick learner**, can **adapt** to new roles with ease

5.1.3. Experience

- a. **Program Manager: 6-8 years / Senior Program Manager: 9-15 Years** in consulting, and stakeholder management in development sector
- b. MBA or equivalent Postgraduate Degree in Business Management/Rural Management or Graduate with experience in consulting
- c. Immediate Joiner is desirable

We value diversity in backgrounds, experiences, and encourage candidates returning from sabbaticals to apply.

For applications please send updated CV on recruitment.SS@piramalfoundation.org.

Please fill the below form to apply.

<https://forms.office.com/r/DshJ1zG5Ru>

Last date of Application would be 30th November 2023.