

## Senior/Program Manager, CEOs Office (Mumbai, Delhi)

### 1. JOB OVERVIEW, JOB BACKGROUND AND PURPOSE

Co-create strategy/solution, facilitate problem solving and engage CXOs, 20+ years of corporate/development sector experience leading high-performance organisations, on mission critical projects at one of India's most impactful foundations.

This opening is ideal for impact focused consultants (with min 6 years of experience) who are on a journey to contribute towards nation building. You will have an opportunity to influence strategy as well as strengthen institutional pillars while working across Education, Water, Gender, and Health domains.

2	KEY RESPONSIBILITIES AND DUTIES	(%)
<b>2.1</b>	<b>Lead Solutioning</b>	30%
a	Strong project management, team management for timely and quality delivery of projects	
b	Overall accountability for success in creating strategies for business expansion, change initiatives	
c	Setup process, create business docs to communicate with board, donors, external stakeholders	
<b>2.2</b>	<b>Strengthen Governance</b>	30%
a	Work closely with CXOs, co-create systems to highlight critical constraints, successes and risks	
b	Connect dots, determine key performance/success indicators for the projects/initiatives	
c	Synthesize updates, create dashboards for CEO/ CXOs/ Board	
<b>2.3</b>	<b>Manage Team</b>	20%
a	Develop team's capability to problem solve, co-create solutions/docs, drive/influence agenda	
b	Evaluate team's performance, provide regular feedback, coach to orbit shift	
c	Foster cross-functional collaboration, drive holistic learning and gather perspectives	
<b>2.4</b>	<b>Build Institutions</b>	20%
a	Support in institution building for the CEO's office, streamline internal processes	
c	Facilitate initiatives by aligning organizational resources, cross-functional teams with CEO's vision	

### 3. SKILLS AND ATTRIBUTES

#### A. Skills/Abilities

- a. **Exceptional Problem solving, Program Management skills, Communicate effectively**
- b. **Lead/Coach** high performance teams, **Orchestrate** effective team meetings
- c. **Generalist** with experience, ability to manage projects across different functions/domains
- d. **Collaborate with, influence, and facilitate** engagements with CXOs

#### B. Attributes

- a. **Passionate** about creating impact, Driven by **pursuit of excellence**
- b. **Reflective, Humble, willing to learn, unlearn**
- c. Ability to lead teams, support meaning making through highly **ambiguous, stressful** environment
- d. **Entrepreneurial, quick learner, can adapt** to new roles with ease

#### C. Experience

- a. **Manager (5-8 years of experience), Sr Manager (7-10 years of experience)** in consulting, program strategy in development sector, consulting firms, social enterprises
- b. MBA/equivalent postgraduate in rural management/development or Graduate with consulting experience
- c. **Lead, developed at least 2 team members** to gain problem solving, facilitating complex engagements

We embrace diversity and encourage applications from all backgrounds.