

## JOB DESCRIPTION

### PROGRAM LEADER, CEO's OFFICE

| 1. JOB OVERVIEW  |
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| <p><b>1.1. Designation:</b> Program Leader</p> <p><b>1.2. Business line:</b> Support</p> <p><b>1.3. Function:</b> Strategic Initiatives Group (Internal Consultant/CEOs Office)</p> <p><b>1.4. Duty Post:</b> Remote till next 6 months (New Delhi/Mumbai-base location in future)</p> <p><b>1.5. Legal Entity:</b> Piramal Foundation</p> |

| 2. JOB BACKGROUND AND PURPOSE  |
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| <p>Program Leader shall:</p> <ul style="list-style-type: none"> <li>• Collaborate with peers and leaders to develop disruptive ideas for actionable business strategies</li> <li>• Communicate effectively with stakeholders to prepare business documents</li> <li>• Facilitate problem solving to co-create solutions and drive/influence agendas</li> </ul> |

| 3          | KEY RESPONSIBILITIES AND DUTIES   | (%) |
|------------|---|-----|
| <b>3.1</b> | <b>Contribution to strategy, design</b>   | 40% |
| a          | Conduct research for specific business functions, initiatives, and projects                           |     |
| b          | Co-create draft concept papers/proposals for business expansion, and change initiatives               |     |
| c          | Prepare business documents to communicate with board members, donors and external stakeholders        |     |
| <b>3.2</b> | <b>Set up and lead the collaboration between and within businesses</b>                                | 20% |
| a          | Identify the critical constraints, cull insights for existing business functions and projects         |     |
| b          | Track, assess and analyze progress of initiatives/projects/businesses                                 |     |
| c          | Design robust and effective governance mechanism for managing initiatives and projects                |     |
| <b>3.3</b> | <b>Support in ensuring strategic excellence</b>   | 20% |
| a          | Facilitate communication between CEO/External Stakeholders and CxOs/Projects Teams/Functions          |     |
| b          | Prepare tools and formats to ensure excellence, drive initiatives across different business functions |     |
| <b>3.4</b> | <b>Support functions in other miscellaneous assignments</b>   | 20% |
| a          | Provide strategic support to different business functions/projects as and when required               |     |
| b          | Deliver on other projects and tasks assigned by CEO/External Stakeholders/CxOs                        |     |

#### 4. WORK CONDITION AND ENVIRONMENT

- a. Ready to take up responsibilities, travel with short notice periods
- b. Open to working on short deadlines, deliver projects over weekends

#### 5. PERSON SPECIFICATION

##### 5.1. SKILLS AND ATTRIBUTES

###### 5.1.1. Skills/Abilities

- a. **Collaborate** with diverse group of people
- b. **Manage, influence, and facilitate** multiple stakeholders for shared goals
- c. **Communicate effectively**, written (English) and oral (English and Hindi); **synthesize and articulate complex concepts** in easy-to-understand ways
- d. **Prioritize, anticipate** internal & external stakeholder expectations to manage projects/deliverables efficiently
- e. **Create** Business documents using **MS office suite**

###### 5.1.2. Attributes

- a. Open to working in **highly ambiguous** environment
- b. Demonstrate **extraordinary rigor** in completing the assignments
- c. Drive for **excellence and self-reflective**
- d. **Entrepreneurial, quick learner**, can **adapt** to new roles with ease

###### 5.1.3 Experience

- a. **2-6 years of experience** in consulting, and stakeholder management in development sector
- b. Bachelors/Master's degree in business management/rural management/or Graduate with experience in consulting
- c. Immediate joiner is desirable

Piramal Foundation is an equal opportunities organisation that values and promotes diversity at the workplace. Women candidates and candidates returning from sabbatical are encouraged to apply.

Please send your updated CV by **16th September, 2022** to [recruitments@gandhifellowship.org](mailto:recruitments@gandhifellowship.org) with **subject line: "Application to - CSIG"**

## JOB DESCRIPTION

### SR./PROGRAM MANAGER, CEO’s OFFICE

| 1. JOB OVERVIEW   |
|---|
| <p><b>1.1. Designation:</b> Program Manager/ Sr. Program Manager (Functional role similar)</p> <p><b>1.2. Business line:</b> Support</p> <p><b>1.3. Function:</b> Strategic Initiatives Group (Internal Consultant/CEOs Office)</p> <p><b>1.4. Duty Post:</b> Remote for next 6 months (New Delhi/Mumbai – base location in future)</p> <p><b>1.5. Legal Entity:</b> Piramal Foundation</p> |

| 2. JOB BACKGROUND AND PURPOSE   |
|---|
| <p>This role is to <b>co-create strategies, facilitate problem solving and engage CxOs with 20+ years</b> of experience in driving mission critical projects at one of India's most impactful Foundations.</p> <p>This opening is ideal for impact consultants, <b>with min 6 years of experience</b>. You will have an opportunity to influence strategy as well as strengthen institutional pillars while working across <b>Education, Water and Health domains</b>.</p> <p>The selected Program Manager shall:</p> <ul style="list-style-type: none"> <li>• Lead and build frameworks for disruptive, discontinuous ideas alongside business line peers and leaders</li> <li>• Responsible for leading teams to <b>drive Governance</b>, and effective <b>communication</b> with external /internal stakeholders</li> <li>• <b>Develop team’s capability</b> to problem solve, co-create solutions, drive/influence agenda, and create business documents</li> </ul> |

| 3          | KEY RESPONSIBILITIES AND DUTIES  | (%) |
|------------|--|-----|
| <b>3.1</b> | <b>Lead key Projects</b>   | 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 |     |
| <b>3.2</b> | <b>Strengthen Governance</b>   | 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   |     |

|            |   |     |
|------------|---|-----|
| <b>3.3</b> | <b>Ensure strategic excellence</b>  | 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   |     |

|   |
|---|
| <b>4. WORK CONDITION AND ENVIRONMENT</b>  |
| <ul style="list-style-type: none"> <li>a. Ready to take up responsibilities and travel with short notice periods</li> <li>b. Open to work on short deadlines</li> </ul> |

|                                |
|--------------------------------|
| <b>5. PERSON SPECIFICATION</b> |
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**5.2. SKILLS AND ATTRIBUTES**

**5.2.1. 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**

**5.2.2. 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

**5.2.3. 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

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