

Project Manager- Program Execution (Operations), Tata STRIVE

Tata STRIVE, is group wide skill development initiative, launched recently aims to develop Employability, Entrepreneurship and community Enterprise capabilities in youth across country. This initiative would involve mobilizing youth (18 – 35 years) from under-served communities, training them on demand driven vocational skills along with integrated life-skills to empower them for a brighter future. Tata STRIVE is engaged with various State Governments, NGOs + Corporate in implementing projects of scale.

Designation	Project Manager- Program Execution (Operations)
Openings	1
Objective	Ensure the project operations as per the Tata STRIVE standards and the agreed commitment given to the stakeholders within Time, Cost and Quality parameters.
Major Deliverables	<ul style="list-style-type: none"> • Management of On-ground Operations: Managing the execution/ operations of assigned projects with different stakeholders like governments, NGOs, corporates, CSR. It includes tracking of the operations on-going in projects with mitigation of the sudden situations. • Project Execution and Delivery the Project Goals (Deliverables): Creation of Project Plan as per Tata STRIVE standard guidelines and ensure the implementation by involving relevant stakeholders to reach the project goal and attain the project deliverables within Time, Cost and Quality parameters agreed with the stakeholders. Identify potential risks in execution of the project and create a mitigation plan. • Project Reviews: Conduct the governance reviews as per defined frequency (Weekly, Monthly, Quarterly and Annually) and ensure the agreed deliverables are completed by respective stakeholders within time. • Partner Relationship Management: Maintain partner relationships and continuous engagement with the partners to track on the operations as well the project deliverables and strengthen the relationship to create a collaborative environment • Documentation: Document all the updates, processes, achievement, milestones, risks, incidence for reviews, updates to partner and creation of various reports at different stages of the project.
Work Condition/ Job Environment	<ul style="list-style-type: none"> • Willing to travel as per project requirement • Ability to work on multiple projects within stipulated time frame • Ability to leverage the available resources within Tata STRIVE Eco-system
Reporting To	Regional Coordinator
Location	Chennai

<p>Essential Attributes</p>	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Good Presentation Skills • Ability to effectively interact with stakeholders at all levels. • Very good prioritization skills to balance competing priorities • Ability to deal with Ambiguity • Knowledge of MS Office
<p>Desired Attributes</p>	<ul style="list-style-type: none"> • Strong demonstrated interest in working for (or learning about) social impact • Excellent interpersonal and communication skills, both written and verbal <ul style="list-style-type: none"> ○ Fluency in English and Tamil is required ○ Proficiency in other Indian languages • Knowledge of project management tool is preferred. • Energetic, determined, positive, goal focused and consistent - even under pressure • Builds trust and demonstrates integrity in all circumstances
<p>Qualification</p>	<p>A Post-graduate degree (e.g., MBA, PhD, MPP, or MPA) strongly preferred</p>
<p>Desired Experience(years)</p>	<p>At least 3 years of prior experience in project management.</p>
<p>Contact Person</p>	<p>Kapila Thakur (Kapila.thakur@tatasustainability.com)</p>