

**Program Lead – ODISHA ITI, Tata STRIVE**

Tata STRIVE, is group wide skill development initiative, launched recently aims to develop Employability, Entrepreneurship and community Enterprise capabilities. 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.

Designation	<b>Program Lead – ODISHA ITI, Tata STRIVE</b>
Functional Area	Programme Execution
Openings	1
Designation	Manager / Senior Manager
Objective	Ensures smooth implementation of the program and is responsible for the direction, coordination, implementation, control and completion of program objectives, while remaining aligned with strategy, commitments and goals of the program.

<p>Major Deliverables</p>	<p><b>Program Management:</b></p> <ul style="list-style-type: none"> <li>• Direct and manage project development from beginning to end through proper planning and attain the project deliverables within Time, Cost and Quality parameters as agreed with the stakeholders.</li> <li>• Provide planning and resource allocation services that support the project schedule</li> <li>• Track progress of the program milestones and deliverables</li> <li>• Establish communication plans and roll out strategies for implementation and continuous improvement of processes</li> <li>• Work closely with the Program Sponsor and Program Review Team to facilitate decisions necessary for program delivery</li> <li>• Multi-task activities to ensure delivery as per documented</li> <li>• Plan and execute strategies to ensure successful implementation of learning and quality projects.</li> <li>• Prioritizes tasks/activities keeping the end objective in mind.</li> </ul> <p><b>Stakeholder Management:</b></p> <ul style="list-style-type: none"> <li>• Effectively communicate expectations to different stakeholders in a timely and clear fashion</li> <li>• Communicate with both internal and external stakeholders on an ongoing basis</li> <li>• Develop and deliver progress reports, proposals, requirements documentation and presentations;</li> <li>• Build, develop, and grow relationships vital to the success of the project. <b>People Management</b></li> <li>• Coach, mentor, motivate and supervise change leaders and influence them to take positive action and accountability</li> <li>• Develop and maintain “lessons-learned” inputs as a repository for utilization on future programs or enhancement of existing programs.</li> <li>• Co-create strategies to optimize professional development for each change leader</li> <li>• Effectively coordinates the activities of the team to meet project milestones. <b>Change Management:</b></li> <li>• Apply a structured methodology and lead change management activities</li> <li>• Define and measure success metrics and monitor change progress</li> <li>• Identify and manage anticipated resistance</li> <li>• May act in a number of roles – data gatherer, trainer, consultant, facilitator or coach</li> </ul>
	<p><b>Monitoring and Quality Management:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure data completeness and data accuracy on the respective applications/systems used.</li> <li>• Conduct classroom observation of change leaders as per the competency score card</li> <li>• Offer quality feedback and support change leaders on their performance related to classroom delivery, content and schedule adherence , other SOP’s for smooth program management and implementation of LearnX(Learning Excellence Framework)</li> </ul>
<p>Reporting To</p>	
<p>Locations</p>	<p>Odisha</p>

<p>Essential Attributes</p>	<ul style="list-style-type: none"> <li>• Strong Communication(verbal and writing) ,</li> <li>• Strong negotiation, facilitation and influencing skills. Project management and analytical Skills</li> <li>• Customer Centric &amp; Relationship Management</li> <li>• Managing team</li> <li>• Result Oriented/ Outcome Focussed</li> <li>• Planning and Organising skills</li> <li>• Adaptable and flexible including ability to manage pressure, ambiguity and change.</li> <li>• Ability to plan and facilitate meetings.</li> <li>• Adherence to SOP</li> <li>• Adaptability to work in dynamic working conditions</li> <li>• Proficiency in MS Office</li> <li>• Strong organization skills and the ability to manage multiple priorities.</li> <li>• Ability to instil trust, motivate, and work with other people • Willing to unlearn, learn and practice new tools and techniques</li> <li>• Good time management skills.</li> </ul>
<p>Qualification</p>	<p>Post Graduate, MBA, Desirable – Certified by SSC(any Domain SSC or MEPSC), Coach Certification</p>
<p>Experience (years)</p>	<p>15-20 years of work experience, with minimum 3-5 years of experience in managing programs.</p>
<p>CTC</p>	
<p>Preferred Sources</p>	
<p>Job Closure Date</p>	
<p>Contact Person</p>	