

Job Description

Program Manager (Jaipur)

Summary

Job Title	:	Program Manager
Vertical	:	Operations
Reports to	:	CEO/COO
Location	:	Jaipur

Details

Job Type : Full Time

Work-days : Monday to Saturday

We are searching for an experienced program manager to join our ranks and continue our tradition of success. The ideal candidate will have a sharp business mind and a proven ability to strategize and implement high-level program initiatives. As a natural born leader, you will have a strong talent for project coordination and delegation. Ultimately, you are motivated by the desire to optimize productivity and nurture program success from inception to completion.

Roles and Responsibilities

- Strategize, implement, and maintain program initiatives that adhere to organizational objectives
- Develop program assessment protocols for evaluation and improvement
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee multiple project teams, ensuring program goals are reached
- Manage budget and funding channels for maximum productivity
- Work closely with project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- Manage program and project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives
- Identify key requirements needed from cross-functional teams and external vendors

- Develop and manage budget for projects and be accountable for delivering against established business goals/objectives
- Work with other program managers to identify risks and opportunities across multiple projects within the department
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders

Skills and Competencies Expected

- 5+ years in an advanced management role (preference given to those with program management experience)
- Exceptional leadership, time management, facilitation, and organizational skills
- Working knowledge of digital marketing
- Outstanding working knowledge of change management principles and performance evaluation processes

Skills and Competencies Preferred

- Master's degree in business administration or related field
- Previous stakeholder management skills
- Proven proposal writing experience

Interested candidates may fill out the following form:

On the form, you can choose to apply for the position of and upload your resume / CV else email us.

Please Mail your CVs to - srm@moinee.org