

# Job Description

POSITION DETAILS			
Functional Designation	Principal Nodal Officer	Department	Nodal Regulatory
Sub Department	Nodal Regulatory	HR Grade	AM/DM
Location	Corporate Office	Reporting Manager	Arnab
Job Purpose			
<ul style="list-style-type: none"><li>• Experience in NBFC is a mandate.</li><li>• Knowledge of [Nodal Regulatory].</li></ul>			
Principal Accountabilities			
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"><li>• <b>Strategic Planning:</b><ul style="list-style-type: none"><li>○ <u>Develop and implement strategic plans aligned with the organization's overall goals and objectives.</u></li><li>○ <u>Conduct strategic analyses to identify opportunities and challenges.</u></li></ul></li><li>• <b>Project Management:</b><ul style="list-style-type: none"><li>○ <u>Oversee and manage complex projects from inception to completion, ensuring timely delivery and adherence to budget.</u></li><li>○ <u>Coordinate with cross-functional teams to ensure project success.</u></li></ul></li><li>• <b>Stakeholder Management:</b><ul style="list-style-type: none"><li>○ <u>Build and maintain strong relationships with key stakeholders, including internal and external partners.</u></li><li>○ <u>Effectively communicate project progress and address stakeholder concerns.</u></li></ul></li><li>• <b>Resource Allocation:</b><ul style="list-style-type: none"><li>○ <u>Allocate resources efficiently to support project objectives and maximize productivity.</u></li><li>○ <u>Manage budgets and ensure cost-effective project execution.</u></li></ul></li><li>• <b>Risk Management:</b><ul style="list-style-type: none"><li>○ <u>Identify and mitigate potential risks associated with projects.</u></li><li>○ <u>Develop contingency plans to address unforeseen challenges.</u></li></ul></li><li>• <b>Reporting and Analysis:</b><ul style="list-style-type: none"><li>○ <u>Prepare regular reports on project progress, key performance indicators, and financial metrics.</u></li><li>○ <u>Analyze data to identify trends and inform decision-making.</u></li></ul></li></ul>			
Desired Profile			
<p><u>Qualification:</u></p> <ul style="list-style-type: none"><li>- <u>Graduate</u></li><li>- <u>Minimum 3-4 years of total experience in finance portfolio</u></li><li><u>Good communication Skill &amp; Drafting skill.</u></li><li><u>Knowledge about Regulatory Circulars applicable to Customer Grievance Resolution Process.</u></li></ul>			

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