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| Job Title: | Assistant Director |
| Reports to | Director, Genpact Centre for Women's Leadership |
| Overview of Department | <p>The Genpact Centre for Women's Leadership is an industry-academia partnership, and combines the global expertise in the field of gender equality, rights at workplace, and corporate leadership. GCWL is an emerging force against gender inequities that mire the Indian workforce. Using research, academic excellence, human centred design, policy dialogue and leadership involvement, GCWL designs programmes that can potentially change workplace equations for women. Find more about GCWL here.</p> |
| Role and Responsibilities | <p>The Assistant Director is responsible for overseeing and implementing GCWL's programs and demonstrates execution excellence. S/he will have considerable experience and track record in delivering high impact projects.</p> <p>S/he will be a strategic thinker with expertise in delivering diversity and inclusion (D&I) initiatives in a transformational context. S/he should have a proven experience in coaching, challenging and educating business leaders in how they drive culture D&I in their business everyday. S/he needs strong interpersonal skills including communication, influencing and stakeholder management, and experience partnering with corporates to improve D&I within the workplace. The Assistant Director is expected to have experience of working with multi-disciplinary teams and stakeholders.</p> <p>Program Operational Management:</p> <ul style="list-style-type: none">• Oversee and implement programs and demonstrate execution excellence• Providing strategic direction & partnership on D&I issues with key stakeholders Create and manage partnerships with external organizations to increase engagement through GCWL programming.• Develop and implement strategies that will maximize the impact of the ongoing projects• Support in developing new proposals and forge new partnerships to enhance GCWL's portfolio and programmes• Developing and reporting on metrics for measuring the effectiveness of GCWL's initiatives to ensure we are making meaningful and actionable progress. <p>Team Management and Development:</p> <ul style="list-style-type: none">• Assist in managing teams and develop objective performance measurements across all projects to ensure consistent, high-quality evaluation and goal setting for all reportees.• Be a role model for team and set high bar of accountability and impact-oriented culture. |
| Eligibility: (Education & Experience) | <ul style="list-style-type: none">• Must have a MBA with 8-10 years of HR/OMD business experience or human capital consulting experience with strong knowledge and working experience with diversity and inclusion initiatives, strategy development, leadership programs• Demonstrated success in developing and evaluating program models, and selecting and successfully operationalizing innovative programs to promote |



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| | <p>diversity and inclusion in corporates</p> <ul style="list-style-type: none">• Strong organizational and project management skills and experience, with exemplary ability to effectively manage short and long-term projects• Ability to think strategically and translate business and individual needs into actionable items• Strict attention to detail and ability to prioritize and balance multiple tasks while meeting deadlines• Strong written and verbal communication skills and ability to facilitate dialogue to move groups and teams forward• Excellent facilitation, presentation, communication (verbal and written), and interpersonal skills• Ability to exercise good judgment on sensitive and confidential issues• Personal qualities of integrity, credibility, and a commitment to and passion for GCWL's mission• Ability to demonstrate a high degree of self-motivation, planning and organization, and strategic thinking. |
| Venue of work: | Ashoka University Campus, Sonapat, Haryana, Delhi NCR and travel to other locations |
| Days of work: | Full-time role, Monday – Friday <i>Flexible work options are available.</i> |

Email your resume accompanied by a cover letter explaining your suitability for the position by **12 October 2018** to gcwl.careers@ashoka.edu.in.

GCWL is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

You are requested to clearly indicate the position title in the subject heading. Please note that no enquiries will be entertained and only short-listed candidates will be contacted.