



<b>Job Title:</b>	<b>Senior Programme Manager</b>
<b>Reports to</b>	<b>Assistant Director/Director, Genpact Centre for Women's Leadership</b>
<b>Overview of Department</b>	<p>The <a href="#">Genpact Centre for Women's Leadership</a> 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 <a href="#">here</a>.</p>
<b>Role and Responsibilities</b>	<p>The Senior Programme Manager is responsible for overseeing project(s) at GCWL. The PM will implement, monitor and report on the project progress, identify any issues and initiate corrective action to achieve project goals. The PM will work closely with other program mangers and leadership.</p> <ul style="list-style-type: none"><li>• Plan, coordinate and execute implementation of the project(s)</li><li>• Manage administrative requirements of the project portfolio, including project implementation plan, financial management, budgeting, procurement, contract set-up and compliance, grant reporting, deliverable tracking, etc.</li><li>• Track overall program execution and modify approach / work-plan, as needed, to meet program objectives</li><li>• Proactively identify and manage key risks and dependencies to meet program objectives in stipulated timelines</li><li>• Ensure proactive and timely documentation on program impact and timely communication on progress to internal and external stakeholders</li><li>• Manage engagements with a multitude of stakeholders/partners engaged on a project, and GCWL in general</li><li>• Prepare detailed budgets and work plans in coordination with finance team and leadership</li><li>• Ensure timely submission of reports – liaise with internal teams to gather appropriate information for submission</li><li>• Ensure internal capacity building and alignment to project outcomes</li><li>• Provide support to leadership as and when required to achieve GCWL's mandate</li></ul>
<b>Eligibility:</b> (Education & Experience)	<ul style="list-style-type: none"><li>• Master's Degree in Economics, Anthropology, Sociology, Gender studies or related field is mandatory</li><li>• 5-8 years of experience in project management and research, preferably in development sector</li><li>• Be able to lead the development of innovative approaches and tools while working closely with the teams and stakeholders Manage project-wide outputs related to reporting, compliance and updates</li><li>• Proven ability to handle several different projects/tasks at one time, successfully complete tasks assigned, and meet deadlines</li><li>• High networking skills and demonstrated ability to interact with a varied set of stakeholders</li><li>• Excellent communicator, both written and oral, able to express complex</li></ul>



	<p>technical issues in simple plain language</p> <ul style="list-style-type: none"><li>• Ability to work independently, to be well organized and detail oriented</li><li>• Excellent time and resource management</li><li>• Experience in initiatives in implementing programmes for women's financial inclusion is desirable</li></ul>
<b>Skill set Required:</b>	<ul style="list-style-type: none"><li>• Ability to influence key stakeholders and operational owners through well-articulated strategies</li><li>• Excellent problem solving, analytical (qualitative and quantitative) and communication (written and verbal) skills</li><li>• Experience in the planning and execution of large scale projects</li><li>• Experience structuring and leading evidence-based decision making</li><li>• Proven commitment to work and willingness to go above and beyond</li><li>• Excellent written and oral communication skills in English, and attention to detail</li><li>• Ability to demonstrate a high degree of self-motivation, planning and organization, and strategic thinking.</li><li>• Good interpersonal skills and the ability to manage clients.</li><li>• Self-motivated and capable of setting priorities and working under pressure</li></ul>
<b>Venue of work:</b>	Ashoka University Campus, Sonapat, Haryana and Delhi National Capital Region with occasional travel
<b>Days of work:</b>	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](mailto: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.