

Team Member – Programme Development, Tata STRIVE

Tata STRIVE, is group wide skill development initiative, aims to develop Employability, Entrepreneurship and community Enterprise capabilities in youth across country. 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. Tata STRIVE is engaged with various State Governments, NGOs + Corporate in implementing projects of scale.

Designation	Team Member – Programme Development
Openings	1
Objective	Ensure the Project Implementation as per the agreed commitment given to the stakeholders within Time, Cost and Quality parameters.
Major Deliverables	<ul style="list-style-type: none"> • Partner Identification & Due Diligence: Identification of Partners for various operating models of Tata STRIVE and conduct detailed Due Diligence in order to identify partner potential and collaboration opportunities. • Project Implementation: Creation of end to end project plan as per project management guidelines and ensure the implementation of the same by involving relevant stakeholders as per Time, cost and Quality parameters. Identify potential risk in project implementation and create mitigation plan. • Project Governance Reviews: Conduct the governance review as per defined frequency (Weekly, Monthly, Quarterly and Annually) and ensure the agreed deliverables are completed by respectively stakeholders within timelines. • Special Projects: Ensure to follow the project charter as per Tata STRIVE standards. • Creation and Implementation of New processes: Create and implement process documents, Standard Operating Processes (SOPs), Formats and Guidelines for various operating models as part of continuous improvement. • Partner Relationship Management: Ensure to maintain partner relationships and continuous engagement with the partners to keep track on project deliverables and strengthen the relationship to create future collaboration opportunities.
Work conditions/Job Environment	<ul style="list-style-type: none"> • Willing to travel as per project requirements. • Ability to work on multiple projects within stipulated time frame. • Ability to leverage the available resources within Tata STRIVE ecosystem.
Essential Attributes	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Good Presentation Skills • Ability to effectively interact with stakeholders at all levels. • Very good prioritisation skills to balance competing priorities • Ability to deal with Ambiguity • Knowledge of MS office,
Desired Attributes	<ul style="list-style-type: none"> • Strong demonstrated interest in working for social impact • Knowledge of project management tool is preferred. • Energetic, determined, positive, goal focussed and consistent - even under pressure • Builds trust and demonstrates integrity in all circumstances

Reporting To	Lead – Programme Development
Qualification	Any Post Graduate with 2 - 3 years experience
Location	Mumbai