

Associate Lead - Governance & Monitoring

Tata STRIVE is an initiative of the TCIT, aimed at actively bridging the gap between vocational education and industry needs. Tata STRIVE runs various programmes to skill the youth from underprivileged backgrounds enabling gainful livelihood for each aspirant differentiated by its innovations in technology, pedagogy and methodology.

Designation	Associate Lead - Governance & Monitoring
Objective	Ensure the project operations as per the Tata STRIVE standards and the agreed commitment given to the stakeholders within Time, Cost and Quality parameters.
Major Deliverables	<p>Governance & Control:</p> <ul style="list-style-type: none"> • Implement governance standards across the projects, including tracking, monitoring and updating the status of programme deliverables for all projects • Manage the programme level risks and devise mitigation strategies and reporting. • Carry out project review processes for regions (NEWS), implementation partners, funders • Create funder dashboards and report as per defined timelines & intervals <p>Planning, Reporting & Control</p> <ul style="list-style-type: none"> • Work with the Regional leads to develop the various reports, seeking contributions from Operations team, Partnership and Programme Development team to ensure projects meet their target & maintain quality • Update and administer the programme plan as required by creating reports and the outcomes of project and Leadership level meetings and workshops • Complete and distribute accurate Monthly dashboard reports as per defined timelines • Track status of programme deliverables and milestones in real time. • Coordinate the regular project and programme level reporting cycles <p>Project Management: Support implementation of quality strategy, including any processes and templates, across all projects</p>
Reporting To	Principal Lead – Operations
Location	Mumbai

Essential Attributes	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Strong leadership skills • Ability to interact with stakeholder at all levels • Expertise in MS PowerPoint and MS Excel • Good decision making abilities • Problem solving skills • Time management • Ability to deal with ambiguity
Desired Attributes	<ul style="list-style-type: none"> • Knowledge of project management tool is preferred. • Strong demonstrated interest in working for (or learning about) social impact • Energetic, determined, positive, goal focused and consistent – even under pressure • Builds trust and demonstrates integrity in all circumstances
Qualification	A Post-graduate degree (e.g., MBA/PhD/MPP/MPA) strongly preferred
Desired Experience(years)	7-10 Years (out of which minimum 3 years of relevant experience in skilling industry)