

Position: Programme Manager – 1

Job Location: Bangalore

Job description

- Experience in Project Management, Learning and Development
- Lead, direct and manage entire station functions to assure entire departments as well as staff implement service agreements at or above standards.
- Guide, lead and support subordinates/managers daily on issues if any associated with human resources, operations, communication, standardizing procedures, revenue enhancement, and system applications.
- Develop and implement plans, policies, and programmes to attain anticipated organisation needs in areas of functional responsibility.
- Review evaluation of costs, activities, operations and anticipate data to identify progress toward established business development objectives and goals.
- Review and analyse performance as well as set up short-term goals
- Direct and train management staff for sound human relations plus operational skills.
- Utilize entire superior communication skills with a purpose to motivate staff as well as develop effective working relations with executives, peers, and donors.
- Ensure rules, directives, and methods are conveyed to all personnel.
- Ensure programs are executed on timely manner.

Skills

- Excellent communicator
- Exercises diplomacy and possess excellent interpersonal skills
- Time management skills
- People development skills, mentorship skills and resource management.
- Analytical skills
- Problem Solving
- Decision Making
- Self-motivated and a self-starter
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures, strong and competent creator, deliverer and driver of change (both operational and cultural)
- Sound Knowledge of English
- Excellent Client Relationship Management skills
- Good understanding of the Domain
- Good Knowledge of Financial Management

Qualification: Post Graduate MSW

Experience: 3 year (Preferred)

Type of Employment: On Contractual basis.

Maximum Remuneration: Rs. 4,80,000 to Rs. 5,40,000 P.A

Forward your resume by 20.06.2024 at hrsro@ediindia.org with the subject line '**Programme Manager – Bangalore**' indicating your specialization, experience and expertise. Please specify your current organization name along with the details of designation, current salary drawn, and expected salary.

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