

Job Title: Project Manager			
Business Unit:	Enable Health Society	Domain:	Operations
Location:	Ahmedabad	Band/Grade:	2A / 2B
Department:	Operations	Last updated on:	
		Degree of Travel required to:	Medium
Purpose of Job	Responsible for maximizing Sarvajal's impact by implementing various initiatives based on market and to strengthen the relationship, company brand and value delivery to all stakeholders esp the end-consumers using Project management approach and tools		
Key stakeholders	External		Internal
	<ul style="list-style-type: none"> • Donor Clients • Govt bodies • End-consumers 		<ul style="list-style-type: none"> • GM –Operations • Business Development • Territory Administration • Maintenance Team • IT and R&D department
Reporting structure	Role directly reports to		Positions that support this role
	General Manager Operations		<ul style="list-style-type: none"> • Regional Manager • Territory Manager • Field Engineers • CALM Executives
Essential Qualifications	Bachelor's / Master's in Engineering, Project Planning & Management, or similar experience		
Essential Experience	Above 3-5 years exposure to Project Delivery, Stakeholder Engagement and Ground implementation in "Service" Organization		
Competencies	<ul style="list-style-type: none"> • Project Planning and Management • Relationship Management • Excellent Written and Verbal Communication Skills (English is must) • Research and Analytical Skills • Team Management 		
Decision Making Control	<ul style="list-style-type: none"> • All operational and tactical decisions related to various installations, O&M, awareness drives, campaigns, surveys and analyses while addressing customer and end-consumer satisfaction. 		
Knowledge	<ul style="list-style-type: none"> • Expertise – we strive for a deeper understanding of our domain • Innovation – we aspire to do things creatively 		
Action	<ul style="list-style-type: none"> • Entrepreneurship – we are empowered to act decisively and create value • Integrity – we are consistent in our thoughts, speech and action 		
Care	<ul style="list-style-type: none"> • Trusteeship – we protect the interests of our customers, community, employees, partners and shareholders • Humility – we aspire to be the best, yet strive to be humble 		

Key Roles/Responsibilities:

- Design & facilitate project delivery through project and financial management tools basis analysis of different operations models leading to on-time and quality delivery within budgets (TQC)
- Ensure each intervention has adequate planning to support in terms of project delivery, ongoing monitoring, business mentoring, hand holding, and brand visibility
- Liaise with internal stakeholders to execute operations project effectively and efficiently
- Define scope, budget, and schedule for project
- Track, monitor, and control expense based on budgetary guidelines
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Ensure that all project milestones delivered on-time, within scope and within budget
- Conduct regular project status meetings with internal and external stakeholders
- Provide project progress status, delays, and issues to customers in timely manner and document lessons learnt
- Implementing the monitoring mechanism and MIS to ensure that each parameter of KPI is constantly measured, reported, analyzed, and improved
- Develop and implement project management procedures and methodologies to achieve business goals

Date: Dec 2020 **Prepared By:** HR Department

Approved By: _____ **Reviewed By:** _____