

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

- 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: \_\_\_\_\_