

Job Description

We are working to help transform the lives of children from underprivileged backgrounds, by giving them access to better education. One of the ways we work towards this is by improving the infrastructure in government and low-income schools, to provide a better learning environment for the children.

The Manager (Ignite+) will be responsible for managing, coaching, and developing the team of associates to ensure efficient and smooth functioning of all Infrastructure projects. The manager will have overall strategic and operational responsibilities for the projects.

Primary responsibilities include but are not limited to:

- Build processes, structures, systems to support the managing and tracking of complete project lifecycle
- Plan, create, train, and manage the team to execute Infrastructure projects at scale
- Effectively manage projects using project management tools and ensure timelines of the project are met
- Improve project efficiency by delivering good quality projects in cost effective manner
- Consistently ensure project reporting is done at regular intervals to donors and internal management
- Visit and monitor projects and maintain good working relationship with School management, Government departments, contractors, and vendors

Preferred Education Qualification / Experience:

- B.E. or M.E. Civil Engineering or Construction Management or any related - essential
- Work experience Civil and Infrastructure projects – at least 5 Years
- Experience in any Project Management tools – essential
- Should be able to manage multiple projects and priorities simultaneously
- Prior experience in the non-profit sector would be an advantage
- Prior people management experience in projects is essential

Knowledge, Skills and Abilities:

- Good interpersonal and communication skills – English and Tamil (Hindi – Optional)
- Good computer skills – MS Word, Excel & PowerPoint – Essential
- Goal oriented professional with excellent team management skills
- Problem solving and critical thinking skills are required
- Willingness to travel locally (frequently) and nationally (on need basis)
- Having a two-wheeler - desirable

Other Information:

- Reporting to: Director – Operations and HR
- Designation : Manager to Senior Manager based on the candidate
- Expected Age: Below 37
- Scope: Willing to work flexible hours
- Remuneration: Based on the candidate's profile
- Expected Joining Date: Immediate