

Basic Information			
Position Title	Lead - Process Management	Location	Mumbai
Organizational Relationships			
Position reporting to	Senior Lead – GROW		
No. of direct reports	0		
Job Purpose			
<ul style="list-style-type: none">- Operate as custodian for GROW processes.- Own integration of all GROW processes and documentation- Develop process framework with view of standardization and scalability.- Drive continuous improvement of program processes- Project Management Office – Support PMO for GROW program			
Key Responsibilities			
Managerial Responsibilities	<ul style="list-style-type: none">- Lead Process management for GROW- Effectively coordinate with EdelGive teams, Agencies, NGOs for management of GROW milestones and deliverables		
Functional Responsibilities	<p>Core responsibilities</p> <p>Process Management</p> <ul style="list-style-type: none">- Ensure timely documentation of new processes and ensure version control- Work with all GROW leads, EdelGive teams and external agencies to ensure every process and lessons learnt are documented in detail- Identify process gaps and risks and resolve with GROW leads.- Recommend process improvements and drive changes / improvements with GROW lead- Ensure execution of governance structure from reporting and review cadence perspective <p>PMO</p> <ul style="list-style-type: none">- Track GROW tasks and deadlines- Manage reminders and schedules- Track GROW milestones and deliverables- Perform scheduling of tasks and meetings as needed- Develop and improve PMO processes- Any other responsibilities assigned		
Job Requirements			
Qualifications	Bachelor’s or masters degree in any stream – Preferred in business studies/ Social Work /Sociology/ Development Studies		
Experience	5-7 years of process management experience for master’s degrees 7-10 years of process management experience for bachelor’s degree. Experience in social sector is preferred. Experience in using Microsoft tools is a must.		
Functional Competencies	<ul style="list-style-type: none">• Domain knowledge		
	<ul style="list-style-type: none">• Good documentation skills for process outlines, flowcharts and implementation procedures		
	<ul style="list-style-type: none">• Strong MS Office Suite skills		
	<ul style="list-style-type: none">• Communication skills (Oral and Written)		
Behavioural Competencies	<ul style="list-style-type: none">• Problem solving		
	<ul style="list-style-type: none">• Critical thinking		
	<ul style="list-style-type: none">• Work with minimum supervision		
	<ul style="list-style-type: none">• Teamwork		