



## JOB DESCRIPTION

### Inviting applications for the **ROLE** Deep Tech Operations Manager

<b>Reports to</b>	VP – Training & Operations
<b>Role Objective</b>	We are seeking a highly motivated and experienced individual to join our team as the Deep Tech Operations Manager. This pivotal role involves overseeing the successful delivery of projects, managing ground teams and driving efficient processes to ensure project outcomes align with organizational goals.
<b>Responsibilities</b> <b>In this role, you will be responsible for:</b>	<p><u>Project Delivery:</u></p> <ul style="list-style-type: none"> <li>• Hold overall accountability for the successful delivery of deep tech projects in the assigned region.</li> <li>• Collaborate with cross-functional teams to define project scopes, objectives and deliverables.</li> <li>• Ensure projects are executed within scope, budget and timeline, meeting or exceeding client expectations.</li> <li>• Identify, measure and track KPIs like Attendance, Faculty Utilization, Dropouts and Placement</li> <li>• Conducting Periodical checks across the geography to ensure the Quality work.</li> </ul> <p><u>Team Management:</u></p> <ul style="list-style-type: none"> <li>• Lead and inspire a diverse team fostering a collaborative and high-performance culture.</li> <li>• Always remain plugged into the ground reality and proactively identify and resolve issues</li> <li>• Manage and mentor teams to ensure they are equipped to achieve program objectives</li> <li>• Close interaction with the Placement Teams to endure appropriate placements</li> <li>• Coordinate with HR to recruit, onboard and train new team members as needed</li> </ul> <p><u>Stakeholder Communication</u></p> <ul style="list-style-type: none"> <li>• Act as a primary point of contact for external and internal stakeholders regarding project status, issues and resolutions.</li> <li>• Communicate effectively to manage expectations and ensure transparency throughout the project lifecycle.</li> <li>• Close interworking with the Academic Excellence team to understand existing best practices for monitoring and evaluation</li> <li>• Work with PMO to understand and execute Donor Mandate</li> </ul>

	<p><u>Financial Management</u></p> <ul style="list-style-type: none"> <li>• Monitor program budgets and ensure that they are being managed effectively</li> <li>• Manage budget and ensure programs are completed within budget</li> </ul> <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> <li>• Develop and execute strategies to scale the program, ensuring alignment with overall organizational goals and objectives</li> <li>• Work collaboratively with other departments to align program operations with overall organizational goals and objectives.</li> <li>• Identify opportunities for partnership and collaboration with academic institutions, NGOs, corporates &amp; the community to increase the reach and impact of the programs</li> </ul> <p><u>Risk Management:</u></p> <ul style="list-style-type: none"> <li>• Identify potential risks and challenges in project execution and develop proactive mitigation strategies.</li> <li>• Implement measures to monitor and control project risks, ensuring the overall success of projects.</li> </ul>
<p><b>Desired profile</b></p>	<ul style="list-style-type: none"> <li>• Post Graduate in any discipline.</li> <li>• At least 10-15 years of relevant work experience in Operations.</li> <li>• Strong leadership and team management skills.</li> <li>• Excellent communication and interpersonal abilities.</li> <li>• Prior experience in delivery of technology programs and tech education academy.</li> <li>• Result oriented.</li> </ul>

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