

Project Coordinator

Tata STRIVE is an initiative of the TCIT, aimed at actively bridging the gap between vocational education and industry needs. Tata STRIVE runs various programmes to skill the youth from underprivileged backgrounds enabling gainful livelihood for each aspirant differentiated by its innovations in technology, pedagogy and methodology.

Designation	Sr. Officer / Astt. Manager
Openings	4
Objective	Ensure the project operations as per the Tata STRIVE standards and the agreed commitment given to the stakeholders within Time, Cost and Quality parameters.
Major Deliverables	<p>Management & governance of operations: Managing the execution of the project, coordinating the governance with different stakeholders within Partner and Tata STRIVE teams.</p> <ul style="list-style-type: none"> • Project Execution and delivery the Project Goals (Deliverables): Work with the Partner team to create a Project Plan as per Tata STRIVE standard guidelines and track the implementation. • Manage the Tata STRIVE responsibilities in the project, specifically: <ul style="list-style-type: none"> o Support in Centre Due Diligence process for Partner centres. o Integration of Tata STRIVE's youth development module with the technical courses in co-ordination with D&I team o Provide inputs on mobilization strategies & processes o Ensure Scholarship loan repayment processes o Effective programme monitoring, reporting, evaluation of results/impacts o Internal assessment and certification through TS learning exchange (LX) o Ensure half yearly quality checks of the partner centres and submit report for necessary action o Plan for Graduation ceremonies and other events o Placement tracking for all centres under this programme • Documentation: Document all the updates, processes, achievement, milestones, risks, incidence for reviews, updates to partner and creation of various reports at different stages of the project.
Reporting To	Project Manager
Location	

Essential Attributes	<ul style="list-style-type: none"> • Knowledge of online educational technology platforms and programmes • Excellent written and verbal communication skills • Ability to interact with stakeholder at all levels • Good decision making abilities • Problem solving skills • Time management • Ability to deal with ambiguity
Desired Attributes	<ul style="list-style-type: none"> • Knowledge of project management tool is preferred. • Strong demonstrated interest in working for (or learning about) social impact • Energetic, determined, positive, goal focused and consistent – even under pressure • Builds trust and demonstrates integrity in all circumstances
Qualification	Graduate degree or equivalent, MBA will be an added advantage
Desired Experience(years)	3-5 Years (Out of which minimum 2 years of relevant experience in skilling industry)