



Job Description - Associate Program Manager

About Jarvis Technology & Strategy Consulting Pvt. Ltd:

Jarvis is a Political consulting firm that helps its clients to solve most pressing political and administrative problems using technology & data. We specialize in leveraging cutting-edge technology and advanced data sciences to create scalable solutions to complex problems. At Jarvis, we work in the fields of Operational Excellence, Project Management, Policy Research, Campaigns & Communications and Strategy, offering a universe of solutions to our clients which includes governmental agencies, political parties and few of India's biggest and emerging unicorns.

- We're looking for an Associate Program Manager to join our team to help us expand on these portfolios.
- **About the role :** Associate Program Manager
- **Location :** PAN India

Job Description:

- Organizing programs and activities in accordance with the mission and goals of the specific project
- Managing VVIP stakeholders, acting as a bridge between the client and the delivery team
- Developing a budget for the program and assessing whether the program is operating within the purview of the budget assigned
- Developing an evaluation method to assess program strengths and identify areas for improvement
- Managing the delivery team and reporting to the central team for suggesting program improvements

- Ensuring goals are met in areas including customer satisfaction, safety, quality, and team member performance
- Implementing and managing changes and interventions to ensure project goals are achieved
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services
- Producing accurate and timely reporting of program status throughout its life cycle
- Analyzing program risks
- Working on strategy with the marketing team

Requirements:

- 1-4 years of experience as or other managerial position in a similar industry
- Thorough understanding of project/program management techniques and methods
- Excellent communication(Written and verbal) required in Hindi, English and/or any one of the regional languages(will be a huge advantage)
- Excellent Knowledge of performance evaluation and change management principles
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability