



Job Description – 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 Program Managers to join our team to help us expand on these portfolios.

About the role:

Program Managers will be responsible for creating short term and long term campaign strategies for various programs for achieving goals in accordance to client's needs. Program Managers will also look after managing multiple stakeholders(both internal and external) for ensuring smooth execution of campaigns. Program Managers will have a challenging task of defining KPIs, KRAs, short Term and long term targets along with company's leadership and also looking after its achievement/review on weekly and monthly basis.

Location : Delhi/Bangalore

Job Description :

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- Formulate, organize and monitor inter-connected projects
- Decide on suitable strategies and objectives
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff

- Develop and control deadlines, budgets and activities
- Apply change, risk and resource management
 - Assume responsibility for the program's people and vendors
 - Assess program performance and aim to maximize ROI
 - Resolve projects' higher scope issues
 - Prepare reports for program directors

Requirements:

- 5+ years of experience as a Program Manager or other managerial position in a similar industry
- Thorough understanding of project/program management techniques and methods
- Must have native proficiency in English and Hindi language
- Excellent Knowledge of performance evaluation and change management principles
- Outstanding leadership and organizational skills
- Excellent communication skills
- Excellent problem-solving ability