

## Programme Execution, Senior Officer

Schoolnet India Ltd ([www.schoolnetindia.com](http://www.schoolnetindia.com)) is the first and one of India's leading EdTech service providers with two decades of track record, providing digital and digitally-enabled services to K-12 schools and students in the middle and bottom of the economic pyramid (MBOP) – a largely underserved, but highly promising segment in terms of scalability and opportunity. Our mission is to empower every learner by democratizing education, through deployment of technology at scale, and focusing on the principles of access and quality.

### **You'll be a good fit at Schoolnet if:**

You are passionate about democratising access to education using technology to create meaningful impact at scale. You're intellectually curious and a team player. You are a firm believer in taking ownership of your work, while supporting other colleagues to help the organization grow and strive for excellence.

### **Role Overview:**

As we look to scale our efforts in 2022 and beyond, we're looking for a Senior officer in programme execution, who's passionate about planning, organizing, and directing the completion of specific projects while ensuring these projects are on time, on budget, and within scope.

### **Responsibilities**

- Take responsibility of and execute projects as assigned by the senior team
- Create a robust strategy and project road map in consultation with the larger team to ensure effective project implementation.
- Plan and allocate resources, both human and financial to the project, in keeping with the budgets and timelines.
- Ensure timely completion of all project deliverables, while ensuring the agreed budgets.
- Regular reporting to the internal as well as external stakeholders of the progress and challenges faced in the project.
- Maintain adequate monitoring and supervision over project resources and execution and use data to resolve any challenges or hurdles faced during execution.
- Support other teams as per the requirement of the projects/organization.

### **Desired experience for Senior Officer in Programme Execution includes:**

- Good knowledge and handling of project and program management methodology and techniques
- Good understanding of the wider objectives of the programme
- Ability to work positively with the wide range of individuals involved in programme management
- Strong leadership and management skills

- Good knowledge of budgeting and resource allocation procedures; and
- The ability to find innovative ways to resolve problems.