**Chief Operation Officer (COO)**

The COO will be the chief operations officer of the programme and will additionally be responsible for the field implementation aspect of the programme. The person will be required to interact with central and state governments and ensure that the programme receive adequate administrative and financial support from the centre/states. The COO will be the chief liaison for the field partners. The COO will also be overall responsible for HR and CLIx administration.

**Key Job Responsibilities:**
- lead strategy development for the programme, articulating strategic vision to guide the programme, and developing operational plans in collaboration with the Programme Director.
- oversee the planning, implementation and evaluation of the programme activities towards the strategic direction of the programme.
- be responsible for hiring and managing the core team, establishing effective operational systems and overseeing all operations.
- oversee the implementation of the human resources policies, procedures and practices, including implementation of performance management systems, identifying staff capacity building needs and mentoring/coaching of staff, as appropriate.
- develop and manage critical relations with senior people at the central and state governments, leading the development of new partnerships or ensuring effective management of implementation partnerships.
- ensure that effective management systems are in place for the programme to continuously adapt and improve.
- responsible for administering the funds according to the approved budget and report effectively to the donor, in consultation with the Programme Director.
- other tasks as assigned by the Programme Director.

**Educational Qualification:** Post-graduate degree in Management/ Social Science/ Education, or equivalent from recognized institutions.

**Experience:**
- 10 years of development sector work and related areas
- Familiarity with Educational Technology projects will be an advantage

**Skills & Competencies:**
- Strong track record of successfully leading and managing large projects
- Strong strategic leadership skills
- Proven experience of influencing key stakeholders in the government and private sector.
- Excellent ability to communicate to multiple stakeholders, using a variety of media
- Strong people management skills, ability to monitor multiple streams of work and co-ordinate staff
- Ability and willingness to undertake extensive travel to implementation sites on a regular basis
- Highly motivated; strong analytical skills and ability to work under pressure
- Fluency in English, Hindi and other Indian languages

**Remuneration:** The gross annual remuneration for the position is Rs. 15 to 18 lakhs (1.25 Lakhs-1.5Lakhs per month). Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

**Location:** Mumbai/ Bengaluru, with frequent travel to implementation sites.