

## **Job Description for Programme Manager**

**Job Title:** Programme Manager

**Job Location:** Bangalore

### **Position Overview:**

WELL Labs is seeking a thought leader who is a proficient planner/architect/civil engineer/water resources engineer/ individual with experience in a related stream to work as a Programme Manager in the Urban Water Programme.

The Manager should display the ability to think and conceptualise new ideas independently primarily in the areas of urban wastewater and sanitation in urban areas in India. The person should be able to engage in guiding and conducting research, liaison with relevant stakeholders, and organise and conduct relevant workshops. This is an exciting opportunity for impact-oriented individuals to work in a dynamic work environment and contribute towards improving urban sanitation and wastewater management.

### **Job Responsibilities**

#### **Project and Programme Management**

- Plan and ensure the complete delivery of projects with a quick turnaround time.
- Drive efficient PMO practices and improvements and on-going retrospection to foster continuous improvement.
- Review project progress, ensure quality implementation, coordinate tasks, and mitigate risks.
- Anchor and support preparation of related project reports.
- Communicate and plan change management activities involving cost, scope, schedule, etc.
- Data assessment, new proposals and concept preparation, requirements gathering, systems design thinking.
- Driving continuous improvement for efficiently delivering better, higher impact programmes at greater scale, year over year.
- Be able to hire, mentor and manage team members.

#### **Stakeholder Engagement**

- Build and manage relationships with key stakeholders in the water and wastewater space, primarily in urban India.
- Liaise with various bodies and individuals, including local authorities, government agencies, clients, contractors, residents, suppliers, technical experts and other team members/consultants.
- Constant communication and coordination with teams across multiple sites and areas
- Ensure compliance of specific grant programmes to ensure that it meets the contract guidelines and requirements, and is well drafted, complete in all aspects.

#### **Knowledge Management**

- Contribute towards converting research into reports, blogs, or any other knowledge output.
- Design and curate workshops to align key stakeholders behind a shared vision.

- Develop an understanding of the current literature and developments in the field of urban water and wastewater management.
- Attend workshops and conferences representing the team and organisation.

### **Organisational Contribution**

- Innovation, generating new ideas and opportunities in environment sustainability and nature-based solutions.
- Support needs of the organisation in furthering its goals/objectives through business development and programme functions.
- Supporting internal capacity building and knowledge management programmes.

### **Impact Delivery**

At WELL Labs, we use the The Objectives and Key Results (OKR) framework as a goal-setting method that helps the organization, teams, and individuals achieve their objectives. We expect people joining our team to align with our impact oriented delivery mindset. You shall be expected to:

- Execute programme strategy to deliver OKRs for the organisation.
- Set and manage your own monthly goals in line with individual OKRs and for team members as and when associated.

### **Qualifications, Experience and Eligibility**

- Bachelor's or Master's degree in Environmental or Social Sciences, Public Policy, Urban/ Environmental Planning, Architecture or a related stream.
- **5-10 years of overall and relevant work experience with 2-3 years in a Managerial role equivalent.**
- Knowledge of urban water and wastewater issues and the latest developments in the sector in urban India.
- Prior experience working with stakeholders in the urban space (government/private service providers/ MEP consultants/ architects etc.) will be an added advantage.
- Work experience in Chennai and Bangalore will be an added advantage.
- Excellent client-facing and internal communication skills.
- Excellent written and verbal communication skills, strong working knowledge of Microsoft Office.
- Willingness to travel for projects and various connects/conferences as and when required.

### **Join Us:**

Be part of a dynamic team dedicated to pioneering solutions for global water and wastewater challenges. At WELL Labs, your contributions can make a significant difference in shaping the future of water security.

### **Compensation:**

The salary will be commensurate with the qualifications and experience.