



Organization :	Federation of Indian Chambers of Commerce and Industry	Unit :	FICCI ARISE. New Delhi
Position :	Project Manager, FICCI ARISE (SAD / DD Level)	Date :	07/03/2022

JOB PURPOSE (why does the position exist, WITH what objectives and WITHIN what limits)
This is a replacement position for the existing Project Manager – FICCI ARISE.
This position exists in line with the objectives of the FICCI ARISE committee, towards fulfilling roles and responsibilities in areas like Strategic Partnerships, Impact Initiative, Memberships, Events, etc.

ENVIRONMENT / BACKDROP (specific circumstances for operation of this position)
The FICCI ARISE committee has formulated multiple Task Forces for roll out of specific initiatives. In order to implement those initiatives and other requirements of the Committee, this position is of critical importance.

OPERATING NETWORK / INTERFACE	
<u>External Interface</u>	<u>Internal Interface</u>
<ul style="list-style-type: none"> Ministries and other Government Bodies Organisations like Google, Cambridge, Adobe, Central Square Foundation, BETT, and other similar organisations of repute Top progressive schools Education service providers delivering solutions in the K-12 space 	<ul style="list-style-type: none"> Committee members, knowledge partners and advisors FICCI ARISE Governing Body, Steering Committee and Members Other divisions at FICCI

MINIMUM REQUIREMENTS	
Education & Relevant Experience	<ul style="list-style-type: none"> MSW/ MBE / MBA / MA – Economics / Other similar field 8-10 years of relevant experience Prior experience in a similar role and a strong track record of success in building strategic partnerships.

Competencies	
<u>Technical (Knowledge, Skills, Attitude)</u>	<u>Generic / Managerial</u>
<ul style="list-style-type: none"> Knowledge of the school education landscape of India (both public and private) Ability to converse on basic aspects of policy and/or regulatory issues of the industry Marketing intelligence Competition analysis Experience working with senior stakeholders to find win-win solutions Advanced computer skills, including Microsoft Word, Excel and PowerPoint 	<ul style="list-style-type: none"> Excellent communication and inter-personal skills Goal oriented, assertive and a hands-on problem solver Demonstrate the ability to communicate, present and influence credibly and effectively at all levels of the organization Exhibit a positive attitude and professional demeanor Exhibit a high degree of personal initiative Exceptional organizational skills, attention to detail, and time-management



Position:	PROJECT MANAGER
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PRINCIPAL ACCOUNTABILITIES	
Header	
IN ORDER TO, what results	
1.	Lead FICCI ARISE Strategic Partnerships <ul style="list-style-type: none"> • Work towards building community support, key coalitions and strategic inter-agencies partnerships • Driving partnerships in conjunction with FICCI ARISE's vision and motto • End-to-end planning and management of programs • Maintaining positive relationships with partners and apex bodies • Reporting of partnerships progress on a regular basis • Innovative thinking to continuously improvise interventions for maximum impact • Sourcing new partners and executing partnership programmes / projects • Suggesting ways to increase revenue generation
2.	Drive tasks under FICCI ARISE Impact Initiative <ul style="list-style-type: none"> • Structured Leadership/Teachers' Training for Government teachers • Facilitating through ways like mobilizing funds, operational delivery, periodic assessments of students, etc. • Participation under MoE's Vidyanjali initiative (collating information as FICCI ARISE's impact) • Capture FICCI ARISE member schools' initiatives under SDGs (education, climate change and life on land) • Coordinating with the project implementing agencies for day-to-day progress • Maintaining Monthly MIS • Provide high quality reports/ briefing to management on meetings/ engagements • Follow up with prospects (Government & Private Sector) • Represent FICCI ARISE at key Government/Stakeholders Meetings
3.	Conferences/ Seminars/ Workshops <ul style="list-style-type: none"> • Marketing of Events and Revenue generation • Communication/ coordination/ follow up with local partners for successful implementation of events/webinars • Maintain and update all event documents and files for future reference and records • Maintain a calendar of events • Any other task assigned by the Team Leader from time to time • Delivery of important proposal and letters to partner organizations • Performing follow-ups with the government departments and other relevant agencies • Track all the sectoral developments especially policy and business environment related and to present it in a very eloquent manner
4.	FICCI ARISE Memberships: <ul style="list-style-type: none"> • Drive & coordinate activities related to expanding memberships for FICCI ARISE
5.	Coordination with the Chair, Co-Chairs to: <ul style="list-style-type: none"> • Seek and incorporate inputs on- website, social media activities, OPEDs, media engagements for FICCI ARISE Activities • Support Regional Committee Activities • Create knowledge reports and research work