

STEP UP TO TRANSFORM

Position: **Executive [Strategy & Project Management Unit (SPMU)]**
Practice: **Central Support Unit (CSU)**
Location: **New Delhi**

Join our *young high impact community*

Working at TRI

TRI (www.trif.in) is India's leading organisation focused on multifaceted development in rural India encompassing health, education, economic development and governance, providing tangible improvements in the quality of life. TRI works closely developing and implementing solutions with rural communities, government at different levels and businesses.

TRI deeply values diversity, drawing professionals from various backgrounds and disciplines fostering inclusive and enriching workplace culture. Work at TRI offers opportunities for professional development providing each colleague support to enhance their skills and career trajectories. TRI provides a platform to contribute meaningfully to societal change while aligning with one's career goals.

Aspirant to Staff Position in TRI

An aspirant to the TRI-family, is a person passionate to change the status-quo with relevant skill sets to impact at scale. She understands and respects the diverse cultural context of India and displays sensitivity towards the socio-economic and culture realities of the communities TRI works with. She possesses required technical proficiency, skills and influencing abilities that are central to the role. Agility and adaptability in challenging conditions and a strong aptitude to work collaboratively in teams and with diverse stakeholders is required.





Job Overview

TRI's vision is an ambitious one deeply focused on critical challenges/issues of the bottom 100,000 villages of India (which we call 'stranded India') and the marginalised communities living there, with a strong gender focused lens. TRI is focussed on becoming an organisation that is known for having working solutions to this context of stranded India.

In order to realise this vision, The Strategy and Project Management Unit (SPMU) serves as the central hub for designing, coordinating, and executing strategic initiatives within the organization. This unit is tasked with aligning projects to the company's strategic goals, ensuring that each endeavor is both efficient and impactful. In rural India, where projects often face unique resource constraints, this unit focuses on adaptive and innovative approaches to overcome such challenges.

The coverage of SPMU engagements spans across developing TRI's three main practices – Community Action Labs (CAL), Public Policy in Action (PPiA) and Bending Markets for Flourishing Localities (BMFL). It develops strategic frameworks, project planning, risk assessment, and the seamless integration of cross-functional efforts. The unit acts as a bridge between strategic planning and actionable project implementation, ensuring that all efforts are cohesive and aligned with organizational priorities. By constantly evaluating progress and outcomes, the unit helps steer the organization towards sustainable growth and achievement of its long-term objectives.

As an Executive (SPMU), you are a key team member of the Central Support Unit (CSU). Your responsibilities, while indicative and not exhaustive, include:

- **File and Documentation Management:**
 - Establish and maintain organized and accessible project files and records in both digital and physical formats.
 - Ensure the accuracy, confidentiality, and timely updating of documents across various projects and departments.
 - Develop protocols for documentation review and approvals, ensuring adherence to organizational standards.
- **Knowledge Management:**
 - Collect, curate, and manage data from various sources (internal and external), ensuring timely access for team members.
 - Facilitate knowledge-sharing practices across teams and projects to promote continuous learning and informed decision-making.
 - Oversee the creation of knowledge repositories and ensure they are updated regularly with relevant project information and best practices.
- **Due Diligence and Compliance:**
 - Conduct due diligence on partner organizations, vendors, and stakeholders as part of risk management procedures.
 - Review and ensure compliance of projects with internal policies and external regulatory requirements.
 - Support audits and reviews by preparing necessary documentation and ensuring compliance with audit recommendations.



- **Project Coordination and Reporting:**

- Assist in the planning and coordination of strategic projects, ensuring alignment with organizational goals and timelines.
- Prepare regular project progress reports for management, highlighting key deliverables, risks, and opportunities.
- Support project teams by tracking deadlines, deliverables, and budgets.

- **Administrative Support:**

- Manage project-related administrative tasks, including procurement, contracts, travel logistics, and communication with internal and external stakeholders.
- Ensure timely filing of financial documents and project-related transactions in line with financial protocols.

- Excellent organization skills with extensive experience in project and program management, ability to develop, monitor and evaluate an operational plan with multiple projects, multiple deliverables and deadlines; ability to plan, organise and lead the implementation of plans and processes
- Demonstrated capacity to think strategically and analytically, with expertise in complex problem-solving, decision-making and critical-thinking skills, displaying good judgement
- Strong time management, detail orientation and thoroughness of work
- Strong expertise in use of online & offline office suits, project management tools,
- Familiarity with the challenges of working with rural communities is preferred, not necessary
- Ability to travel across rural India

Qualification & Experience:

- Graduates with 3-4 years of relevant work experience in working with strategy and/or related project management functions for a value-driven non-profit organisation
- Experience working in an organization's founder's office or equivalent
- Strong communication skills, both verbal and writing skills is required



How to Apply?

We welcome you to join TRI's growing network of practitioners and experts. The Central Support Unit (CSU) plays a crucial role in supporting operations across multiple locations by providing essential services in Strategy & Project Management, Human Resources, Finance and Accounts. CSU enables the organisation to efficiently manage its resources, talent and financial operations, thereby facilitating the organization's mission to deliver sustainable and effective programmes.

If you are a passionate Strategy and Project Management professional meeting our eligibility criteria and looking to make a meaningful impact, we would love to hear from you. TRI matches compensation competitively in the sector to draw best talent.

To apply, kindly click on the link <https://www.trif.in/careers/>.

The deadline for submission of application is 13 Jan 2025. Since selection decisions will be made on a rolling basis, interested candidates are encouraged to apply at the earliest.

As an organization committed to equity and inclusivity, we prioritize creating opportunities for individuals from marginalized communities, including those who identify based on caste, gender identity, sexual orientation, race, ethnicity, disability, socioeconomic status, and religious affiliation. We also proactively encourage women who have taken career breaks for lifecycle needs to apply.

Thank you for your valuable time and showing your interest in working with us!

