

Job Description: Head - Project Management office	
Position	Head - Project Management
Location	Gift City, Gandhinagar
Position Purpose	<ul style="list-style-type: none"> • Responsible for executing & facilitating actions related to Project/ Business Management, transition & migration. • Works closely with the stakeholders on the planning, strategy development and execution of the same. • Developing strategy for the team including change management, process improvement and reviews. • Managing actions related to timely and effective execution of activities related to PMO operations. • Manage data analysis & its presentation • Work with migration team, required to actively engage with Vertical Heads/ Steering Committee members and other Stakeholders from Operations, Business, Product, IT, Admin Departments of both sides to achieve desired results
Roles & Responsibilities	<ul style="list-style-type: none"> • Support the Metrics Meeting starting from Set-up to Organizing and facilitating including any post review actions follow-up. Also handling any ADHOC activities • Ongoing monitoring of the budget performance, costing vis-a-vis actuals & consolidated. Track & monitor for timely submission of provisions from operations to Finance. • Create Centre of Excellence & Shared Services models to drive client experience & cost efficiencies. • Work on various special/ strategic/ re-engineering projects with the leaders from time to time. Ensure alignment to institutional goals in partner teams. • Project Management of new migrations, Manage projects from inception to completion in coordination with other functional stakeholders. Periodic publication of status reports, tracking, escalation to stakeholders to ensure timely execution of projects. • Facilitate operations efficiency projects as and when initiated. Facilitate the periodic calculation & publication of operations unit cost/ transaction cost. • Managing various business dashboards to be presented to management, as & when required.
Job Specific skills	<ul style="list-style-type: none"> • Business Analysis & Strategic Decision Support • Project/ Business Management Expertise • Delivery excellence in a banking change environment • Excellent communication, negotiation and influencing skills. • Ability to structure, plan and execute large projects covering various business areas in shared service engineering & project management. • Proven record of working through the full project life cycle • Proven experience working in a project environment with different methodologies and approaches. • Exposure of managing projects in shared service engineering • Dealing with a cross functional teams, influencing skills and building bridges to achieve desired results • Expertise in Tabular SQL & Data analytical tool.

Educational Qualification	<ul style="list-style-type: none"> • Essential - B. Tech and / or Masters (Finance) • Preferred - Project Management Professional Certification • Lean Six Sigma Black Belt • Tabular SQL
Minimum Experience	Essential - Minimum 18 years exp in projects in banking or Financial Institutions or shared services in Bank
Location of posting	Shared Services Centre, GIFT City, Gandhinagar The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary