

Job Description

Baroda Global Shared Services Ltd. AVP / DVP – Project and Migration	
Position	AVP / DVP – Project and Migration
Position & Purpose	<p>Project Management, Migration & Process Reengineering</p> <p>Responsible for executing & facilitating actions related to Project/ Business Management for CEOs office.</p> <ul style="list-style-type: none">• Works closely with the stakeholders on the planning, strategy development and execution of the same.• The role involves a mix of developing short/ midterm strategy for the team including change management, process improvement and reviews.• The role also involves managing actions related to timely and effective execution of activities related to operations governance• Manage & execute data collection, analysis & summarizing conclusions, Fact finding, information collation & presentation preparation Project Management & Process Reengineering• 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 reporting to CEO. Track & monitor for timely submission of provisions from operations to Finance.• Work on various special/ strategic/ reengineering 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.• Support & manage the vendor management activities including on boarding• policy compliance & ongoing review to facilitate timely submission of Outsourcing compliance certification to RBI.• Manage the Business Continuity Policy for Operations. Maintain the document, track for execution of continuity tests within the agreed frequency for the respective operations units. Ongoing review of BCP document with functional owner for inclusions & coordinate with IT stakeholders for successful execution of BCP.• Managing Data collection, importing, cleaning, transforming, validating or modeling data with the purpose of reviewing, analyzing, understanding of making

	<p>conclusions from the data for decision making purposes by extracting the essence and recommending conclusions.</p> <ul style="list-style-type: none"> • Act as a strategic advisor/consultant to aligned functions. • Manage the Branch Score Card process by timely collation of data, cleaning & messaging of data publishing to all branches, coordination & inclusion of reverts from the respective branches. • Facilitate operations efficiency projects as and when initiated. Facilitate the periodic calculation & publication of operations unit cost/ transaction cost. • Presenting data in charts, graphs, tables, designing and developing relational databases. • Sourcing information, influencing colleagues where necessary, information collation & presentation with conclusions & recommendations. • Investigate (as deep as necessary) any issues identified by management and create report on results. • May be required to ensure a posterior that the actions bring the desired benefit. • Creating effective MS Power Point presentations & White Papers in MS Word. • Working with various Units to follow-up deliverable & actions, coordinate & deliver quality status reports
<p>Job specific skills</p>	<p>Preferred</p> <ul style="list-style-type: none"> • Business Analysis • Financial Analysis & Strategic Decision Support • Project/ Business Management Expertise • Preferable in Central Role interacting with Top Management • Delivery excellence in a banking change environment • Excellent communication, negotiation and influencing skills • Ability to structure, plan and execute mini projects covering various business areas. <p>SKILLS:</p> <p>Business Analysis,</p> <ul style="list-style-type: none"> • Research to understand data points required to produce a certain result or data analysis • Requirement gathering to product structure, functional specifications • Working on complex data elements • Proven record of working through the full project life cycle • Proven experience working in a project environment with different methodologies and approaches • Experience of working in a banking change environment • Strong analytical skills • Strong stakeholder management • Excellent communication skills. <p>Financial Analysis,</p>

	<ul style="list-style-type: none"> • Understanding of the annual Budgeting Process • Understanding of Forecasting Results • Ability to interpret Financial Results and understand the interplay of numbers, especially w.r.t. KPIs and their trends • Ability to assess the financial impact of proposed action plans and follow up implementations • Some experience with supporting strategic decision making including new business activities buy/lease outsource or not. • Ensure a posterior that the actions bring the desired benefit. <p>Project Management,</p> <ul style="list-style-type: none"> • Overall Project Management & Execution including • Initiating & Planning • Delivering results • Monitoring & Controlling • Project Risks • Stakeholder Management • Project Closure. <p>Consulting Skills,</p> <ul style="list-style-type: none"> • Dealing with a cross section of colleagues, influencing skills and building bridges to achieve desired results • Business Analysis, Project Management and Change Management within a Universal banking environment • Ability and flexibility to work in disparate functional areas of the Bank • Project Risks • Delivery Excellence in reports & presentations produced Project • Closure. <p>EUC Skills, Expertise in MS Excel, Word & Power Point, Creating meaningful, smart & effective Power Point decks.</p>
Minimum Experience	Essential - Minimum 17 years exp in projects in banking or Financial Institutions.
Educational Qualification	Essential - B. Tech and / or Masters (Finance) Preferred - Project Management Certification/ Prince 2.0
CTC offered	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
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
Email to be sent to	recruitment@bgss.in
Website	www.bgss.in