



Sol's ARC is a registered non-profit organization established in 2003, under the Charitable Trust Act of Mumbai, working towards transforming education. We conduct innovative education research to build inclusive learning content, ensuring every child can learn and that our innovation will reach the last mile. We achieve our vision of no child left behind through our schools, therapies & partnerships.

Job Description

Department Projects and Operations

Designation Project Head – Red Flag

Location Andheri west, Mumbai

Purpose of the Role Project you will be heading is called **Red Flag** which aims to integrate inclusion solutions within various state governments. The project aims to disseminate a risk assessment mobile based app for teachers to identify why students have learning lags and then train them to understand various vulnerability issues that children face (Disability, mental health & abuse)

We are looking for an experienced Project Head to supervise the program. You will be responsible for the delivery and overall success of the program. You will supervise managers and inform management on progress and performance.

The goal is to ensure the project will be delivered successfully and add the highest possible value to the organization.

Accounting and Reporting Relations

Reporting & Accountability Executive Director

Role & Responsibility

- Develop an effective plan of action for running the project from inception to completion
- Manage daily operations that support and implement current project objectives
- Strategically map-out a project schedule and timeline and ensure it is followed
- Ensure smooth and proper functioning of the project
- Liaising with government officials from various departments
- Assess and manage project risks
- Suggest innovative plans and processes to improve project functions
- Develop work systems and processes that effectively drive productivity

	<ul style="list-style-type: none"> • Suggest and help create marketing initiatives to increase awareness of project and set goals for the project and track progress, set-backs, and overall performance • Track, record, and compile project performance data • Analyze project results and present findings to government • Prepare and maintain budgets • Help secure and manage project funding • Provide strategic vision and strong leadership while directing the project • Ensure project always support and advance the organization's mission
Job specification	
Qualification	Master's degree in management, counselling, or related field (Research background will be preferable)
Prior Experience	5 to 8 years
Competencies	<ul style="list-style-type: none"> • Strong business sense • Organized and detail-oriented • Exceptional communication & liaising skills • Excellent customer service skills • Adaptable • Dependable and Responsible
Technical Skills	<ul style="list-style-type: none"> • Outstanding knowledge of data analysis, reporting and budgeting • Excellent Knowledge of performance evaluation techniques and key metrics • Proficient using Microsoft Suite (Excel, Outlook, Access, etc.) • Observation and Monitoring Skills
Other Specification	Open to frequent travel
Work Days	Mon to Fri – 10.00 am to 6.00 pm
Annual CTC	INR. 9,00,000/- to INR 10,00,000/-

