

Job Description – Business Process Re-engineering Lead Consultant

Designation	Manager - Business Process Improvement, re-engineering & Project Management Consultant
Location	Mumbai HO
Employment type	Consultant (01-year duration)
Report to	Director IT
Functional reportees	NA
Employment level	NA

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organization please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together	Ensuring Alignment – Think differently but work together	

About the Project

Brief about IPMTAS:

IPMTAS (Integrated Planning Monitoring Tracking and Analysis system) is an Enterprise Resource Planning IT solution being developed in the Open Source Odoo Platform. This has Web Platform and Android App (for field staff) as well. Enterprise Resource Planning Systems meant to integrate data and support all the major functions of organizations. The goal of ERP systems is to make the information flow dynamic and immediate, therefore, increasing its usefulness and value. IPMTAS has Finance and Accounting, HRMS, CRM, LMS, Survey, DMS, Data Analytics and integration of Helpdesk cut across all the functions. IPMTAS is scalable, Flexible to change and Integrate, Secure helping Educate Girls to achieve its goal efficiently and effectively.

Job Profile

Overview of the role:

The Business Process Reengineering Lead (BPRL) will apply process improvement and reengineering methodologies and principles across the organization to facilitate its IT strategy.

The BPRL is responsible for effective transitioning of existing project & support teams to the IT strategy project

Areas of Responsibility:

- Interact with all levels of management and document existing processes, manage and analyze data, and recommend enhanced business processes
- Provide expertise based on previous experience with training and technical assistance, business process analysis, change management, and other performance improvement
- Provide guidance and advice to senior leaders on the most effective and efficient use of resources to ensure positive and measurable outcomes
- Support the development and implementation of policies and procedures necessary to support Operations processes
- Support the development of service and operating agreements
- Support implementation of IPMTAS using change management approaches and interact with staff and senior leadership to accomplish project objectives
- Monitor Project timelines, coordinate with stakeholders & implementation partner to ensure project is completed as per timelines
- Lead team of Master trainers, ensuring training & UATs across organization

Preferred Education Background:

- Bachelor's or Master's Degree
- Must have experience in Agile IT Project Management methodologies

Preferred Work Experience:

- 8-10 years' progressive experience in Business analysis/ business improvement/ performance measurement projects/ project implementation
- Demonstrated track record of reengineering business processes and driving adoption across an organization/department
- Clear understanding of business process streamlining methodologies
- Accredited in Lean, Six Sigma or other process improvement methodology- preferable
- Has managed functional processes and policies and/or projects
- Experience of implementing continuous improvement processes

Preferred Skill Set:

- Excellent interpersonal, negotiation, coaching, verbal and written communication skills, as well as tact, diplomacy and the ability to maintain strict confidentiality
- Ability to manage key stakeholder expectations, concerns, and to identify and mitigate project risk as required, in person and virtually
- Viewed as a trusted advisor with a successful track record in building and maintaining strong relationships at all levels of the organization
- Effective internal consulting skills along with the ability to positively influence others in a desired direction to achieve identified outcomes without direct lines of authority
- Attention to detail and passion for delivering outstanding service
- Ability to make complex things simple to execute
- Ability to multi-task and work independently as well as part of a team; self-motivated
- Proficiency with Microsoft Word, Excel, PowerPoint, Visio and Project
- Analytical as well as critical thinking

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."