

Job Title: Associate Director Operations

Reports to: Director, CSBC

Location: Ashoka University Delhi Office, Okhla - Phase III, New Delhi

Experience (in years): 10+ years of experience, with 4+ years of experience in a leadership role, preferably as a COO or a similar position

Nature of work: One-year initial contract with possibility of extension based on performance

About Ashoka University

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. **For further information, visit www.ashoka.edu.in.**

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- Be Mission-Driven
- Think Strategically
- Act Authentically
- Take Accountability
- Build Collaboration
- Deliver Excellence

About Department/Centre

The Centre for Social and Behaviour Change (CSBC)

Since CSBC's inception at Ashoka University, we have been dedicated to expanding and sharing knowledge and underscoring behavioral science's role in building public policies that directly impact society. <https://csbc.org.in/>

We seek to establish a globally reputed Indian institution, driving behavioural change for people and communities in need. We advance the science and practice of behavior changes, harnessing cross-disciplinary expertise to improve outcomes in nutrition, sanitation, maternal health, family planning, and financial inclusion through a mix of behavioral change programmes, foundational research and capacity building

Overview of the Role

The Director will lead the center's operations and would be responsible for its growth and expansion. The Director will drive efforts to cement partnerships and secure funding, and work with Centre staff, faculty at Ashoka University and potential authors to build the profile of the Centre and popularize its research. It is an ideal profile for someone interested in working at the cross-section of partnerships (with leading foundations, academia and researchers, and corporate sector), intellectual curiosity (by identifying opportunities for CSBC and CSBC affiliated researchers) and operational excellence (responsible for day-to-day management).

Operational Leadership

- Provide overall operational leadership and oversight to ensure efficient and effective functioning of the organization;
- Develop and implement operational policies, procedures, and systems to optimize internal processes and enhance organizational performance;
- Oversee the organization's human resources function, including recruitment, onboarding, performance management, and professional development;
- Identify and manage operational risks, ensuring compliance with relevant laws, regulations, and ethical standards, and to protect the organization's reputation and resources;
- Foster a positive work environment that promotes teamwork, collaboration, and employee engagement.

Financial Management

- Collaborate closely with the finance team to construct and manage the organization's budget, ensuring financial sustainability and maintaining accountability;
- Continuously monitor financial performance, identifying opportunities for enhancement, and implementing effective strategies to attain financial objectives;
- Ensure compliance with financial regulations (including FCRA) and reporting requirements.

Stakeholder Management and Partnerships

- Establish and nurture strategic partnerships with key stakeholders to bolster the organization's mission;
- Collaborate with the executive team to devise and execute the organization's partnership objectives;
- Continuously evaluate progress towards strategic goals and adapt the organizational plan to ensure successful partnerships and overall growth.

Eligibility: Overall 10+ years of experience, with proven experience 4+ years in a leadership role, preferably as a Chief Operations Officer or a similar position

Education Qualification: Bachelor's degree in business administration, management, or a related field. Master's degree preferred.

Competencies

- **Organizational Acumen:** Possess a deep understanding of organizational dynamics, strategic planning, and operational management, enabling effective decision-making and successful execution of initiatives;
- **Financial Proficiency:** Demonstrate proven expertise in financial management, budgeting, and resource allocation, ensuring sound financial practices and optimal resource utilization;
- **Grant management:** a thorough understanding of grant management and financial management of a donor funded project;
- **Leadership:** Exhibit excellent leadership and management skills, inspiring and motivating teams to perform at their best and driving collective success;
- **Problem-solving:** Strong analytical and problem-solving abilities;
- **Communication:** Excellent communication and interpersonal skills, with the ability to build relationships and influence stakeholders;
- **Fluency** in English and Hindi (required).

Application Submission Process

In your application please include:

- CV
- Expected gross compensation
- A one-page cover letter.

Please submit your materials to careersatcsbc@ashoka.edu.in , with the subject line – <Associate Director Operations_Applicant Name>. Only shortlisted candidates will be contacted.

Last Date for Application 31st July 2023

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.