

**Job Description of HEAD OF DEPARTMENT PROJECTS (HOD)**

- **Post: Head of Department Project (HOD)**
- **No of Post:** 2 Nos.
- **Location:** - Mumbai
- **Qualifications required:** - Degree in B.Tech in Engineering /Information Technology/ MCA from a reputed Institute.
- **Experience:-** Minimum of 10+ years of prior work experience, out of which 5 years of heading the department and have handled project assignment of IT Domain/ Digitalization.
- **Salary :-** Rs. 1,75,000/- to Rs. 3,00,000/- CTC (PM)
- **Age Limit:-** Should not be more than 50 yrs
- **Nature of Position:** - Contractual for period of 3 Years.
- **Reporting to :-**Managing Director

**Job Description:-**

- Drive project delivery as per timeline in effective manner as assigned by Managing Director.
- Ensure smooth functioning of operation department by utilizing human capability, budget and standard procedures & processes
- Budget planning for department and project
- Obtain necessary approvals for various activities of the department
- Work with departmental heads, managers, and other stakeholders to develop team goals and delegate tasks to the appropriate team member
- Develop team schedules and assist in the successful on boarding and training of team members
- Offer emotional support to project team members and make people feel valued
- Maintain frequent communication to offer encouragement, amend tasks, and provide updates on goal progress
- Implement incentives to keep the team motivated and focused on their daily tasks project goals
- Provide frequent feedback on employee performance, address weaknesses or inefficiencies, and offer support to improve skill gaps
- Create a workspace that encourages creativity and innovation to get the most out of the tea
- Install necessary checks and controls on business processes, service deliveries, and administration and project expenses.
- Ability to prioritise operations activities, plan and execute
- Manage people issues, coaching all team members and provide guidance from time to time.
- Ensure necessary approvals and permissions for project assigned are obtained.
- Make sure all statutory compliances are done timely
- Assisting the Managing Director & COO in establishing good operational controls.
- Performing any other activities as directed by the Managing Director.