

Job Description

Introduction to Jaldhaara Foundation	: Jaldhaara Foundation is a not for profit organization, incorporated under Section 25 of Indian Companies Act. Jaldhaara designs and implements social programs to change the water and hygiene practices in remote and unaddressed communities of India. Jaldhaara aims to change the behavior towards the drinking habits of the community and also develops access to safe drinking water to school children and communities at large. Finally the Company plans to empower and employ women to operate as its large field work force.
Position Title	: Head- Shared Services
Level	: L6
Reports to	: Chief Executive Officer (CEO)
Function	: Shared Services/Support
Location	: Hyderabad

Basic Data	Function description	
	Plan and Execute overall activities related to Finance, HR, Administration and Marketing. He/She would be responsible for Financial Planning and Management, Employee engagement, Driving HR policies, implementing Marketing initiatives, Relationship building and practices along with managing administration for Jaldhaara Foundation.	
	Contacts of the function	
	External to Jaldhaara Foundation	Internal to Jaldhaara Foundation
	Donors, Corporates, Government, other key stakeholders, etc.	All functions

Roles and Responsibility	Areas of Responsibility	Responsibility (See Legend)
	# Tasks	
	1 Oversee the overall operations, budgets and prepare short and long-term forecasts of company's performance.	Full
	2 Recruit and train best in class talents inline with business requirements with appropriate knowledge and skill set	Shared
	3 Design the company's financial policies, rules and regulations, and ensure their adherence by all departments.	Full
	4 Plan, Organize and Control all administrative functions and activities.	Full
	5 Prepare and submit the annual budget	Shared
	6 Planning of Marketing activities for the awareness and ensuring its implementation	Shared
	7 Prepare detailed reports on financial, human resources and administrative matters to track the performance metrics.	Shared
	8 Relationship Building with Donors, Trustees and high end people to get more funds for the Organization	Shared

Supervisory Role	Number of Staff Controlled	2
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Knowledge, Skills and Attitude	Knowledge	Level (See Legend)	Future trend (See Legend)
	1	Functional Knowledge	Expert
2	Financial Planning and Budgeting	Advanced	>
3	Performance Management System	Expert	>
	Skill		
1	Mentoring/Coaching Skills	Expert	>
2	Multitasking	Advanced	>
3	Communication Skills	Advanced	=
4	Presentation Skills	Expert	=
	Attitude		
1	Commitment	Expert	=
2	Result Oriented	Advanced	>
3	Inquisitiveness	Expert	>

Qualification and Experience	Education: Graduate with PGDM/MBA or Project Management/Social Sciences
	Functional Experience: He/she should have at least 8 to 10 years experience in the Social/NGO sector. The incumbent should be well versed with all the aspects of managing a social or not for profit enterprise; should possess sound knowledge in the areas of Project, Financial, Human Resources Management and Marketing. In addition to these he/she should also be familiar with regulatory and legal aspects of business and NGO operations
	Superspeciality: NA
	Other: NA
	Years of Experience : The incumbent should have over 8 to 10 years of experience in NGO/Social sector.
Next Level	NA

Legends	
Responsibility	Full Complete ownership of the task
	Share 25 - 75% ownership
	Min < 25% ownership
Level	Expert
	Advanced
	Basic
Trend	> Will increase in future
	= Will remain the same
	< Will decrease in future