

# PROJECT MANAGER

**KEY RESPONSIBILITIES:** *Client Interface / Project Planning & Management / Training Delivery | Training Roadmap Management | Resource / Relationship Management*

**Title:** Project Manager

**Experience Required:** 2-5 years

**Number of positions:** 1

**Job location:** Ahmedabad

*Riverside Learning Center* (RLC) is an established research and training company operating nationally and internationally. RLC is poised to build and grow its *I CAN School Training Programs*, built on the strong foundations of *Design Thinking and Systems Thinking approach* and proven model of Education delivery at the globally recognized, The Riverside School, Ahmedabad. The programs have been validated with paying early adopter customers in the Education sector across Asia and the Middle East.

## **Job Description :**

The Program Manager will be responsible for Client Management, preferably for the entire duration of the training agreement between RLC and the Client organization. The Program Manager will be responsible for -

- **Client Communication** – includes prompt and effective communication, regular meetings with clients, creating and sharing reports and any other documents required pre/during/post training, any feedback or challenges/strategies required to be shared with the client. Maintain quality of material/resources/reports that are used or shared with the client.
- **Program Planning and Management** – includes planning the training road map, scheduling the training calendar, recruiting trainers, training the trainers, co-ordination with clients and trainers, logistics, program feedback and reporting and quality control.
- **Training Delivery** – The program manager, if also a trainer, will be required to know the philosophy of Riverside along with in-depth understanding of all the processes. The Program manager will be responsible for overseeing the training delivery, assess, aid and evaluate trainers and training materials, design feedback and reflection sessions, liaison with the trainee school and coordinators.
- **Impact Study** - The program manager will be responsible for conducting impact study for training programs he or she oversees and contribute to the overall impact analysis of the RLC training programs.

***JOB DESCRIPTION***

***Skills Required :***

- Communication: Written and Oral [English fluency is a must]
- Awareness of new innovations in education technologies and theories
- Global affairs awareness
- Networking
- Client relationships – National and International
- Time Management
- Organizational Skills
- Data Analysis
- Technology Skills
- Observation and Feedback Ability
- People Management

***Requirements :***

- Minimum education qualification – Graduate
- Minimum 2 years' work experience in project management
- Experience of working in an educational institution as teacher/trainer will be preferred
- Willing to travel for training