

### Job Description for in-house job placement

<u>Job Title</u>	<u>Business</u>	<u>Location</u>
Program Manager (PMU Head)	Collaborative Research Program	New Delhi

#### 1. Objective

- a) C-DOT plans to collaborate with academia, industry, startups, institutes and other research bodies with the aim of promoting innovation and applied research in order to develop cost effective products /solutions
- b) A policy program CCRP (C-DOT collaborative Research Program has been conceptualized, which will help not only in incubating the 'Start up eco-system' but also facilitate development of indigenous product, meeting the ambition of 'Atmanirbhar Bharat'.
- c) The program requires creation of an eco-system, platform, resource collaboration and end-to-end monitoring & governance for its effectiveness and achieving multiple cost-effective solution/ products, in time and cost.
- d) A Program Management and Governance mechanism is being positioned called 'PMU', headed by the 'Program manager', who would be responsible for end-to-end monitoring, control, Governance and risk mitigation for successful endeavour

#### 2. Key Responsibility

- a) Developing a program's objectives and strategy for implementation of CCRP.
- b) Assessing status of various programs on a periodic basis, and position effective Governance
- c) Strategize the various program for evaluation and improvement, and effectively involve key stakeholders (from Industry, Academia, start-ups, CDOT Technology experts) and optimize the funding vis-a-vis product development cycle
- d) To oversee the program goal, with coordinated efforts among stakeholders. Shall lead the overall program Governance for timely accomplishments.

#### 3. Deliverables

- a) Work closely with project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- b) Identify key requirements needed from cross-functional teams and external vendors
- c) Develop and manage budget-flow plan, for projects and be accountable for delivering against established business goals/objectives
- d) To identify risks and opportunities across multiple programs and present an overall Program progress metrics. Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders
- e) Project's monitoring & controls and proactive redressal. Assessing Risks areas for timely/ proactive resolution

#### 4. Qualifications

- a) Bachelor in Technology (preference Electronics & Telecommunication, or Computer Science) with exposure of Techno-commercial. Master's degree in business administration or related field, will be preferred
- b) Exceptional leadership, time management, facilitation, and organizational skills