

## Baroda Global Shared Services Ltd.

<b>Position</b>	Project Management, Migration & Process Reengineering Head
<b>Position Purpose</b>	<ul style="list-style-type: none"> <li>□ Responsible for executing &amp; facilitating actions related to Project/ Business Management for CEOs office.</li> <li>□ Works closely with the CEO/ other stakeholder on the planning, strategy development and execution of the same. The role involves a mix of developing short/ midterm strategy for the team including change management, process improvement and reviews. <ul style="list-style-type: none"> <li>• The role also involves managing actions related to ,</li> <li>• Timely and effective execution of activities related to Operations governance</li> <li>• Manage &amp; execute data collection, analysis &amp; summarizing conclusions</li> <li>• Fact finding, information collation &amp; presentation preparation</li> <li>• Project Management &amp; Process Reengineering</li> <li>• Work with migration team.</li> </ul> </li> <li>□ Required to actively engage with Vertical Heads/ Steering Committee Members and other Stakeholders from Operations, Business, Product, IT, Admin Departments of both sides to achieve desired results.</li> </ul>
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>□ Coordinate, facilitate &amp; deliver key results envisaged related to Operations Governance actions, Strategy, Unit Head Meeting/Interactions, CEO Staff Engagement Activities, Projects Coordination, Other deliverables under the CEOs office.</li> <li>□ Support the Metrics Meeting starting from Set-up to Organizing and facilitating including any post review actions follow-up. Also handling any adhoc activities under the CEO's office.</li> <li>□ Ongoing monitoring of the budget performance, costing vis a vis actuals &amp; consolidated reporting to CEO. Track &amp; monitor for timely submission of provisions from operations to Finance.</li> <li>□ Work on various special/ strategic/ reengineering projects with the leaders from time to time. Ensure alignment to institutional goals in partner teams.</li> <li>□ Project Management of new migrations, Manage projects from inception to completion in coordination with other functional stakeholders. Periodic publication of status reports, tracking, escalation to stakeholders to ensure timely execution of projects.</li> <li>□ Support &amp; manage the vendor management activities including on boarding policy compliance &amp; ongoing review to facilitate timely submission of Outsourcing compliance certification to RBI.</li> <li>□ Manage the Business Continuity Policy for Operations. Maintain the document, track for execution of continuity tests within the agreed frequency for the respective operations units. Ongoing review of BCP document with functional owner for inclusions &amp; coordinate with IT stakeholders for successful execution of BCP.</li> <li>□ Managing Data collection, importing, cleaning, transforming, validating or modeling data with the purpose of reviewing, analyzing, understanding of making conclusions from the data for decision making purposes by extracting the essence and recommending conclusions.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Act as a strategic advisor/consultant to aligned functions.</li> <li><input type="checkbox"/> Manage the Branch Score Card process by timely collation of data, cleaning &amp; messaging of data publishing to all branches, coordination &amp; inclusion of reverts from the respective branches.</li> <li><input type="checkbox"/> Facilitate operations efficiency projects as and when initiated. Facilitate the periodic calculation &amp; publication of operations unit cost/ transaction cost.</li> <li><input type="checkbox"/> Presenting data in charts, graphs, tables, designing and developing relational databases.</li> <li><input type="checkbox"/> Sourcing information, influencing colleagues where necessary, information collation &amp; presentation with conclusions &amp; recommendations.</li> <li><input type="checkbox"/> Investigate (as deep as necessary) any issues identified by management and create report on results.</li> <li><input type="checkbox"/> May be required to ensure a posterior that the actions bring the desired benefit.</li> <li><input type="checkbox"/> Creating effective MS Power Point presentations &amp; White Papers in MS Word.</li> <li><input type="checkbox"/> Working with various Units to follow-up deliverable &amp; actions, coordinate &amp; deliver quality status reports</li> </ul>
<p><b>Experience and Job specific skills</b></p>	<p><b><u>EXPERIENCE:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Essential.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum 7 to 10 years in banking or Financial Institutions.</li> </ul> </li> <li>➤ <b>Preferred.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Analysis</li> <li><input type="checkbox"/> Financial Analysis &amp; Strategic Decision Support</li> <li><input type="checkbox"/> Project/ Business Management Expertise</li> <li><input type="checkbox"/> Preferable in Central Role interacting with Top Management</li> <li><input type="checkbox"/> Delivery excellence in a banking change environment</li> <li><input type="checkbox"/> Excellent communication, negotiation and influencing skills</li> <li><input type="checkbox"/> Ability to structure, plan and execute mini projects covering various business areas.</li> </ul> </li> </ul> <p><b><u>SKILLS:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Business Analysis,</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Research to understand data points required to produce a certain result or data analysis</li> <li><input type="checkbox"/> Requirement gathering to product structure, functional specifications</li> <li><input type="checkbox"/> Working on complex data elements</li> <li><input type="checkbox"/> Proven record of working through the full project life cycle</li> <li><input type="checkbox"/> Proven experience working in a project environment with different methodologies and approaches</li> <li><input type="checkbox"/> Experience of working in a banking change environment</li> <li><input type="checkbox"/> Strong analytical skills</li> <li><input type="checkbox"/> Strong stakeholder management</li> <li><input type="checkbox"/> Excellent communication skills.</li> </ul> </li> <li>➤ <b>Financial Analysis,</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understanding of the annual Budgeting Process</li> <li><input type="checkbox"/> Understanding of Forecasting Results</li> <li><input type="checkbox"/> Ability to interpret Financial Results and understand the interplay of numbers, especially w.r.t. KPIs and their trends</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to assess the financial impact of proposed action plans and follow up implementations</li> <li><input type="checkbox"/> Some experience with supporting strategic decision making including new business activities buy/lease outsource or not.</li> <li><input type="checkbox"/> Ensure a posterior that the actions bring the desired benefit.</li> </ul> <p>➤ <b>Project Management,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Overall Project Management &amp; Execution including</li> <li><input type="checkbox"/> Initiating &amp; Planning</li> <li><input type="checkbox"/> Delivering results</li> <li><input type="checkbox"/> Monitoring &amp; Controlling</li> <li><input type="checkbox"/> Project Risks</li> <li><input type="checkbox"/> Stakeholder Management</li> <li><input type="checkbox"/> Project Closure.</li> </ul> <p>➤ <b>Consulting Skills,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dealing with a cross section of colleagues, influencing skills and building bridges to achieve desired results</li> <li><input type="checkbox"/> Business Analysis, Project Management and Change Management within a Universal banking environment</li> <li><input type="checkbox"/> Ability and flexibility to work in disparate functional areas of the Bank Project Risks</li> <li><input type="checkbox"/> Delivery Excellence in reports &amp; presentations produced Project Closure.</li> </ul> <p>➤ <b>EUC Skills,</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expertise in MS Excel, Word &amp; Power Point, Creating meaningful, smart &amp; effective Power Point decks.</li> </ul>
<b>Educational Qualification</b>	<p>➤ <b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ B Tech and/or Masters (Finance).</li> </ul> <p>➤ <b>Preferred</b></p> <ul style="list-style-type: none"> <li>➤ Project Management Certification/ Prince 2.0</li> </ul>
<b>CTC offered</b>	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
<b>Location of posting</b>	Ahmedabad The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.
<b>Email to be sent to</b>	<a href="mailto:joginder.rana@bankofbaroda.com">joginder.rana@bankofbaroda.com</a>
<b>Website</b>	<a href="http://www.bankofbaroda.com">www.bankofbaroda.com</a>
<b>Contact Person</b>	Mr. Joginder Rana
<b>Contact Number</b>	022-6698 5124
<b>Last Date for application</b>	9 <sup>th</sup> June, 2017