



## **JOB TITLE: CHIEF OPERATIONS OFFICER**

### **About The Company**

The Center for Applied Research and People's Engagement, (CARPE) is a Not-for-Profit Company working in sectors and geographies that are largely unexplored, offering path-breaking solutions to impact the sustainability and education space.

The organization is growing rapidly across territories, with an expanding network of clients and partners in the sectors of solid waste management, education and research. CARPE's successful in-house models created through a combination of research, consultancy and execution capabilities are delivering innovative and relevant solutions that exceed client expectations at the urban local body level in Maharashtra as well as internationally.

Currently, we are partnering with the State Government of Maharashtra for SWM systems across Urban Local Bodies; our processes are also being used by McKinsey.org on projects to reinvent the SWM systems in Buenos Aires, Argentina and Denpasar, Bali. Our education interventions span 2500 schools across the division and we have partnered with major corporate bodies with projects across sectors in Maharashtra with a focus on expanding to the state of Haryana in FY 2019-20.

CARPE is expanding its professional management team to achieve scale and sustainable growth year on year, in keeping with the massive market demands within and out-side of the country.

If you are task and people oriented, with a passion to drive impact and grow the organization ethically, we would like to invite you to a senior leadership role in our team.

### **Job Summary**

CARPE is looking for a dynamic and experienced leader to join our team as the Chief Operations Officer. The COO will work closely with the Founders, managing operations across the verticals of the company, also representing the company at various fora, and driving its growth to keep-up with the market demand and the vision of the organization. We are looking for a high performing individual with an interest in the social sector to lead the organization both in terms of growing the existing verticals, horizontally deploying our services and diversifying our client base. The position offers high levels of responsibility, independence, ownership, creative space and the satisfaction of leading change and impact on ground. The COO role reports to the Founders.

### **Duties and Responsibilities**

1. Strategy & Growth
  - a. Build the short-term, mid-term and long-term strategy for business growth and evolution of the organization (across the verticals of Solid Waste Management, CSR, Research & Education) with the Founders.

- b. Make the company ready for scale across the sectors of Solid Waste Management, CSR Research and Advocacy (presently focused on education and ecological restoration).
  - c. Manage the various verticals with day to day responsibility of running the operations of the company in line with its vision.
  - d. Drive the growth of the company by strengthening its core capabilities, and building robust internal processes.
2. Admin & Operations
    - a. Work closely with the Founders to prepare annual budgets, manage the accounts and ensure financial health and sustainability of the organization.
    - b. Oversight and responsibility of Human Resources (HR) function including hiring practices, payroll and benefit disbursement, internal capacity building, strengthening next level of leadership, appraisals and inspiring and motivating team for greater results,
    - b. Oversee quality control throughout the company, establishing goals for each vertical in partnership with Program Directors.
    - c. Complete responsibility for Corporate Governance while ensuring all necessary approvals, documentation for legal and regulatory compliances in coordination with Administration and HR teams are in place.
  3. Leadership & Company Representation
    - a. Represent the company as required, such as attending High level meetings with officials from the Central, State and Local governments, and corporate bodies.
    - b. Handle the Brand management and profile of the company.
    - c. Foster a culture of Ethics, Excellence and striving for highest standards throughout the organization.

### **Qualifications and Skills**

1. 8+ years' experience with at least 4 in a top management position
2. Expert in organizational processes and development, including personnel management, budget and resource development, and strategic planning
3. Human resource management experience, with a track record of leading hiring processes
4. Domain specific experience in the space of CSR, Research and Sustainability, Solid Waste Management preferred
5. Experience working with a diverse network, coalition, or organization. Broad experience working across cultures, languages, and work styles.
6. MBA preferred, but not essential.
7. Advanced leadership skills; with the ability to be hands-on.
8. Excellent written, oral and communication & presentation skills.
9. Competence in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

10. Ability to work under pressure, prioritize, and be flexible.
11. Growth-focused mindset with a clear understanding of finance & budgeting
12. Ability to promote and communicate the philosophy, mission, and values to funders, government officials, and other stakeholders
13. Motivated, self-driven, inspirational, ethical leader and team-player.
14. Creativity, resourcefulness, and professionalism.

**Salary**

Competitive package with commensurate experience

**Reports to**

Founders and COO

**Location**

The position is located at the historical city of Aurangabad, the tourism capital of Maharashtra. The role will require travel to various cities, towns and countries.

**Link to Apply**

<https://goo.gl/forms/aDtugyGpuBAqHqVy2>