

# TATA TRUSTS

Role Details		
1.	Role	Senior Manager, IGP-Education
2.	Grade equivalent	3B
3.	Function   Sub-function	Finance, IA, SCM, Admin   Individual Grants - Education
4.	Location	Mumbai
5.	Nature of Employment	Fixed Term Employment for 3 years
6.	Reporting to	Chief Financial Officer

Brief Job Description:	
1.	Ensure smooth administration of the various individual grant schemes for education, hosted by various Trusts, for the process ranging from the conceptualization as may be necessary, to the final disbursements under the schemes.
2.	IGP-Education schemes offering scholarships, research scholarships, loan scholarships and grants,. Depending on the scheme the process stages cover issuance of advertisements, scrutiny and shortlisting of applications, holding interviews as may be applicable, making recommendations for financial assistance to the leadership and overseeing the disbursements and the reporting thereon.
3.	Review the criteria framework of the schemes periodically, as per the direction of the leadership and ensure that recommendations placed for approval are always within the defined criteria framework.
4.	Prepare approval notes to the Committee while tabling the recommendations for financial assistance.
5.	Liaise with the Committee members as may be required, depending on the respective scheme process.
6.	Preparing Annual financial budgets and ensuring the same are adhered to.
7.	Monitor the repayments of loan scholarships to ensure the same are as per schedule and follow up for recovery, when overdue.
8.	For schemes where an aptitude test forms part of the selection process, arranging for the same to be hosted in a fair manner.
9.	Prepare Board notes/ folder on the administrative aspects of the program and the financial targets set.
10.	Manage the website content where applicable.

Key Accountability:	
1.	To periodically review and refine the framework and criteria of the Individual Grants Program (IGP) of Tata Trusts, covering educational grants, scholarships, research scholarships and grants and loan scholarships; in alignment with the various Trusts' objects.
2.	To interface with the Financial Budgeting team to prepare the Annual Work Plan and budget for the Budget year and ensure that the same is optimally utilized.
3.	To effectively administer the various Individual Grants given by the Tata Trusts, across its various programs within the defined framework.
4.	To ensure that the Individual Grants – programs remain contemporary and relevant to the developments in the Education sector.
5.	Handle the internal audit queries concerning the IGP schemes.

Stakeholders	
Internal	Finance & Accounts
External	Applicants, Educational institutions, IGP-Education Committee members, Auditors

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## Job Specifications

<b>Knowledge:</b>
<ul style="list-style-type: none"><li>• Reasonable awareness of the Education space, as also types of financial assistance available to students</li></ul>
<ul style="list-style-type: none"><li>• Automated processes   Technology awareness</li></ul>
<ul style="list-style-type: none"><li>• Preferred awareness of the development sector</li></ul>
<b>Competencies &amp; Skills:</b>
<ul style="list-style-type: none"><li>• Managerial skills</li></ul>
<ul style="list-style-type: none"><li>• Team dynamics</li></ul>
<ul style="list-style-type: none"><li>• Adaptability / Change Management</li></ul>
<ul style="list-style-type: none"><li>• Process and Solution oriented approach</li></ul>
<ul style="list-style-type: none"><li>• Reasonable facility with the written English language</li></ul>
<ul style="list-style-type: none"><li>• Interpersonal effectiveness</li></ul>
<b>Experience:</b>
<ul style="list-style-type: none"><li>• Typical experience of 15+ years</li></ul>
<b>Qualification:</b>
<ul style="list-style-type: none"><li>• Postgraduate, preferably from Academia/ Education sector, with a doctorate.</li></ul>