

<b>Position Title</b>	Senior Manager – Higher Education and Scholarships
<b>Department/Function</b>	Scholarship Program
<b>Reporting to (Designation/Role)</b>	Head of Programs
<b>Ideal Age Bracket</b>	35 – 40 years
<b>Qualification</b>	Post Graduate (Preferably Master’s degree in finance, Business Administration or in the field of Social Work
<b>Experience (in years)</b>	Minimum 10 years’ experience of handling large scale financial grants in the field of education/higher education and scholarships at national level.
<b>Skill</b>	<ul style="list-style-type: none"> <li>· Candidates with good understanding and experience of higher education space, especially in TECH/STEM fields shall be preferred</li> <li>· Proficiency in Microsoft Excel for data analysis and report generation</li> <li>· Excellent communication and interpersonal skills, tele-calling.</li> <li>· High awareness of developing Higher Education / Scholarship Programs.</li> <li>· Developing professional relationships with Top Universities/Colleges.</li> <li>· Donor Management Experience</li> <li>· Experience in designing and Implementation of scholarship or Education Programs.</li> <li>· Ability to create strategic plan &amp; in depth competency in decision making</li> </ul>
<b>Key Roles &amp; Responsibilities</b>	
<p>Lead end to end management and handling of the Scholarship Program including Adarsh Sr Sec Scholarship</p> <ul style="list-style-type: none"> <li>· Engagement and coordination with the scholarship management agency - Oversee the process of financial aid and scholarship applications, ensuring smooth enrolment of students and institutions as per the program design and governance standards and CSR requirements and Program expansion.</li> <li>· Annual finalization of scholarship grants in coordination with internal Departments and ensure timely disbursals to the agency.</li> <li>· Work on budget-making processes related to scholarships and ensure timely inputs for AOP and onward financial projections.</li> <li>· Under take program and process review with to see process alignment as per agreed terms and conditions.</li> <li>· Engage within group employees and sector experts to conduct mentorship programs for the scholars.</li> <li>· In coordination with Quality team, conduct annual scholarship audit and share findings with the management.</li> </ul>	

- Provide support in maintaining accurate documentation and timely reporting of scholarship activities. Provide program, financial and other data requirements for the organizational review of the scholarship program.
- Handling / Designing Scholarship Engagement Programs.

Interested and eligible candidates are requested to apply by sending their updated CV to [hr@gleekvell.com](mailto:hr@gleekvell.com) with the exact **position name** '**Assistant Manager / Sr. Executive-Quality**' in the email subject line.

Also, please mention ***preferred location, current CTC / expected CTC & Notice Period in the mail body.***

*Only shortlisted candidates will be contacted for the interview*