

Job Description

Quality education is the hallmark of a great nation; if we wish to see phenomenal changes in the world, we must strive to create an order that supports education and develops it. With a profound intent and commitment to make a difference, Bharti Airtel Foundation, the philanthropic arm of Bharti Enterprises, started its operations in the year 2000, to bring about a transformation in the education arena and thus the living condition of children and youth in rural India.

Since its inception, the Foundation has been proactively engaged in formulating and executing education programs at primary, secondary and tertiary levels. All its actions are driven by a necessity and resolve, not only to offer free education to the underprivileged children, but also to create opportunities that enable their holistic development.

Bharti Airtel Foundation consistently works to realize its vision, mission and goals in collaboration and partnership with its stakeholders, including government, corporate sector and rural community.

Position Name: Assistant Manager / Sr. Executive Quality

Department/ Function: Quality Management

Location: Ludhiana, Punjab

No. of Positions: 1

Reporting to: Head -Quality Management

Team Size/ IC: Individual Contributor

Qualification and Experience Required:

☑ Graduation + Experience in School compliance / Quality Audits/ Improvement Projects

☑ +3 years in audits / study /quality improvement projects

☑ Ideal age bracket (preferable) is upto 35 Years.

About the Job:

The purpose of this role is to ensure compliances with timely audits.

Key Responsibility Area:

☑ **Audit planning - Ability to prioritize**

☑ **Conduct filed audits and various study/ assessment of processes and Schools – Open to travel**

70% of time

☑ **Create Corrective Action Plan Analysis (CAPA) and Root cause Analysis (RCA) with stakeholder**

☑ **Identify improvement areas through study of audit / study observations (pattern)**

Conduct training and awareness programs related to quality audit and frequent observations.

Skills:

- ☐ Understanding of school compliance including and not limited to NCPCR, NBC, UNCRC, Juvenile Justice, NDMA, CPCRC, CBSE Guidelines, etc.
- ☐ Experience of field audits and open to travel
- ☐ Knowledge and experience in project management by creation of project plans, exposure in working on problems/ solving them using fact / data, co-creating solutions with stakeholders and monitor implementations of actions decided
- ☐ Good knowledge of Excel based reports and identifying pattern from audit findings
- ☐ Preferred - proficiency in creating management reports and presentations, English language for report OR strong understanding of compliance.
- ☐ Stakeholder management skills for creating acceptance of observations and drive joint improvement
- ☐ Team player – Collaborate with team, leveraging team strengths for depth and timely completion of actions.
- ☐ Understanding of 5S concepts

How to Apply:

Interested and eligible candidates are requested to apply at hr@gleekvell.com / gleekvellconsultant@gmail.com

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

Only shortlisted candidates will be contacted for the interview.

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