



# WRI INDIA

## **DIRECTOR - OPERATIONS, WRI INDIA**

### **The Leader We Are Looking For**

Operations management is chiefly concerned with planning, organizing and supervising in the context of provision of services. It is delivery-focused, ensuring that institutions successfully turn inputs to outputs in an efficient manner. The inputs themselves could represent anything from finance, materials, equipment and technology to human resources such as staff or consultants. Understanding global trends in operation management to meet donor's demand is often critical. The careful and considered use of resources, as well as cost-effectiveness, has become increasingly important in an era in which resources can often be in short supply and expectations have skyrocketed.

The leader we are looking for must be able to understand the series of processes within an institute in order to get them to flow seamlessly. WRI India is seeking a creative and multi-talented expert, to lead the Operations team for WRI India. This will require a consideration of structural and geographical challenges being faced and an identification of key entry points for leveraging change. This position reports to the CEO of WRI India.

### **What is WRI?**

WRI India is a research organization that turns big ideas into action at the nexus of environment, economic opportunity and human well-being. Through research, analysis, and recommendations, WRI India puts ideas into action to build transformative solutions to protect the earth, promote livelihoods, and enhance human well-being.

WRI India aims to help solve the four most urgent challenges in India – rapid urbanization, the increasing demand for energy, responding to climate change and the large-scale degradation of natural resources. Around 100 experts and staff across three office locations – Mumbai, Bangalore and Delhi – deliver these ambitious goals. WRI India is supported by the World Resources Institute (WRI)'s international offices, to ensure that the global organization's experience can be brought to bear within the context of India. WRI India has the capacity to convene key stakeholders, and forge strategic partnerships with governments, business, foundations, civil society organizations, institutes and NGOs, to scale-up solutions that can bring game-changing results for the sustainable management of natural resources in India.

World Resources Institute (WRI) is a global research organization that spans more than 60 countries, with international offices in Brazil, China, India, Indonesia, Mexico and the United States, regional offices in Ethiopia (for Africa) and the Netherlands (for Europe), and program offices in the Democratic Republic of Congo, Turkey and the United Kingdom. Our more than 700 experts and staff turn big ideas into action at the nexus of environment, economic opportunity and human well-being



## **Position Overview:**

WRI India requires a self-motivated, smart, detail oriented and highly organized individual to support its Operations department as a Consultant. This is a position for someone seeking to work in financial and project management.

The successful candidate will be expected to provide significant support to the Operations team in streamlining current practices and identifying innovative solutions to the administrative requirements of the India office. It is expected that this individual would be willing to manage routine processes to ensure the smooth functioning of the office with a high level of engagement and attention to detail.

## **Key Responsibilities:**

This position will lead the Operations and Human Resources department for WRI India, leading an existing team and representing the function for all internal and external stakeholders.

**Major Responsibilities:** Manage and set up, as needed, the following processes and functions for WRI India to provide high level support to all programs.

- Finance & Accounts
- Human Resources
- Business Planning, Statutory Compliance & Risk Management
- Contract Governance & Legal Compliance
- Information Systems & Facilities
- General Administration
- Team management – Support, guide and lead a team of 6-7 Staff

## **Finance, Accounts:**

- Oversee the accounting function for the WRI India office, by managing staff, assigning specific duties and overseeing external vendors.
- Direct and coordinate the organization's financial and budget activities to fund operations, maximize outcomes, and increase efficiency.
- Liaise with auditors - statutory, donor and internal.

## **Human Resources:**

- Analyse and modify compensation and benefits policies to establish competitive programs and ensure compliance with local legal requirements and benchmark them with global best practices
- Oversee implementation of processes, policies and training to hire, motivate and retain best of class talent in the organization

## **Business Planning, Statutory Compliance & Risk Management:**

- Maintain an overview of linkages across core functions and programs to ensure the plans for each are aligned and complementary and are working towards delivering positive outcomes
- Review financial statements and activity reports, and other performance data to measure operational productivity and outcome achievement and to determine areas needing cost reduction and program improvement.



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- Develop an understanding of statutory regulations applicable to WRI India's functioning, regularly assess the compliance, legal and regulatory status of the organisation and develop processes to mitigate this operational risk.
- Proactively explore avenues to lower the cost of legal and compliance operations by making processes more efficient and benchmarking them to global best practices. Be an advisor and a source of analysis to the CEO on all Operations issues and long-term operations planning.
- Be the nodal point in contact for all compliance related activities including statutory, donor and other government regulations.

## **Contract Governance & Legal Compliance:**

- Oversee all contractual documents for WRI India, including but not limited to grant /donation agreements, MoUs and third-party contracts.
- Pro-actively review WRI India operations to ensure compliance with all regulatory and statutory requirements in India and take preventive action to ensure alignment of activities with law of the land

## **Information Systems & Facilities:**

- Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications and schedules.
- Oversee the management of facilities for WRI India offices

## **Qualifications and Requirements**

- A degree in accounting, finance, business or non-profit management, or a related field would be helpful, but it is not essential. We are willing to consider a candidate with a different academic background but with some work experience in this field.
- At least 4-5 years full time work experience in financial management and administration or a related field
- Strong computer skills including high level of comfort with Microsoft Office (Word, Excel, PowerPoint, etc), web-based communications (e.g., Skype, GoToMeeting, etc.), and Internet research.
- Organized and detail-oriented
- Comfortable working in a fast-paced, multi-cultural, global workplace
- Adaptable and flexible to shifting opportunities, priorities and needs. Should be able to deal with high levels of ambiguity and work with team members to find practical solutions.
- Interest in sustainable transport, urban development, and environmental issues is a plus
- Capability to learn and use software applications that are used by WRI.
- Flexible individual who can work independently, with little direction and supervision.
- Strong analytical capabilities



## **Key Competencies**

The position requires someone with some or all of the following qualifications:

- A detail-oriented, highly organized individual with at least 15 years previous experience in management and operations. An exposure to the Human Resources function would be a plus.
- A CA or MBA or a degree in accounting, law or non-profit management is essential. We are willing to consider a candidate with a different academic background but with significant work experience in this field.
- Excellent written and oral communication skills in English
- Good computer skills in Microsoft Office (Word, Excel, Access, PowerPoint) and the Internet. Familiarity with web management is a plus.
- Capability to learn and use software applications that are used by WRI India.
- Ability to juggle multiple priorities and work under pressure with tight deadlines is a must.
- Flexible individual with high sense of integrity who can work independently, with little direction and supervision.
- Resourceful, ability to think out of the box, deal with ambiguous situations and come up with solutions where there are none visible
- Ability to take optimum decisions based on available information and a proven ability to have done so.
- Strong analytical and strategic thinking capabilities.
- Should have the ability of manage teams and to create a strong workplace and culture and at the same time goals and objectives are achieved. Applicant should display leadership qualities, collaborative decision making, and nurturing creativity and innovation within team.
- Strong interpersonal skills which will allow the individual to build consensus across levels, functions and programs

## **Essential**

Willingness to adjust work hours as per requirements of a globally dispersed team

**Final candidates will be required to take a writing test.**

**Salary and Benefits:** Salary is commensurate with experience and skills. WRI offers a generous, comprehensive benefits package

## **Position reports to:**

- Primary (Anchor) reporting to WRI India CEO
- Secondary (Strategy) reporting to Global Operations Director

**Duration:** Full-time regular



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**Location:** Mumbai, India

**To Apply:** Qualified applicants should apply online at [www.wri.org/careers](http://www.wri.org/careers). All applications must be submitted online through this career portal in order to be formally considered.

*WRI India is an Equal Opportunity Employer, it is WRI India's policy to recruit, hire, and provide opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual preference, parental status, or disability. WRI India's agenda requires a staff that is diverse – with respect to race, gender, cultural, and international background. Diverse perspectives and experience enhance the way WRI India selects and approaches issues, as well as the creativity and applicability of WRI India's policy research and analysis.*