



Governing Council Project Manager

Job Description

1. OVERVIEW

- The Governing Council Project Manager (GCPM) is appointed by the Chairperson of the Governing Council (GC)
- The primary responsibility of the GCPM is to work with the Governing Council Board Members for strategic decision making, supporting the GC in execution of various tasks & projects and to work closely with the Governing Council Chairperson to ensure the GC goals and initiatives are met
- The GCPM supports the GC Chairperson matters pertaining to the collaboration and proactive connection with the HoS

2. EXPECTATIONS

As a professional working in a school, it is expected that a GCPM will:

- Demonstrate an explicit commitment to the Vision, Mission, Values, Philosophy and the Strategic Plan of the school, as determined by the Governing Council
- Adhere to the school policies, processes, non-disclosure agreements and code of conduct mandatorily
- Work collaboratively and constructively with members of the Governing Council on various projects, identified and initiated

- Respect and maintain confidentiality of information with utmost integrity, positivity and ownership
- Communicate pro-actively and effectively with verbal and written forms with the Governing Council and other stakeholders

3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the GCPM include managerial and administrative support rendered to all members of the Governing Council in the following areas:

- **Governing Council Meetings, Retreats, Committees and Trainings:**

- ✦ Manage end-to-end the various aspects of logistics and the scheduling of GC meetings, calendars, events and official travel with necessary guidance
- ✦ Develop the agendas for meetings, trainings and organize supporting documents in coordination with all concerned stakeholders
- ✦ Record and distribute the minutes of the meetings , monitor & update all the action points and ultimately ensure the timely completion of projects
- ✦ Maintain files & folders in an organized and systematic manner and be the sole custodian of all GC documents

- **Communications for GC:**

- ✦ Develop all formal communication from the GC Chair to GC/school/parent community
- ✦ Develop content for the GC Chair to be used in yearbook and notify other important announcements
- ✦ Liaise with the academic and non-academic departments and manage interdepartmental communications for the GC

- **Support the GC on Special Projects:**

- ✦ Develop protocols for induction of new GC member; HoS goals and evaluation; GC committee mandates
- ✦ Support the GC Chairperson to establish key indicators to measure the performance of GC through GC goals and GC evaluations

- ✦ Work extensively to research, review, and draft, coordinate and develop documents
- ✦ Document the one-on-one meetings between GC chair and HoS based on the discretion of the GC chair or the HoS
- ✦ Oversee all executive level reports to the GC

DESIRED CANDIDATE PROFILE

- A Bachelors in Commerce or Business Administration / MBA degree is preferred (*with experience in project management (Non-IT/Non-Civil); communications & strategic management*)
- At least 6 to 8 years of experience in Board/Executive/Operations Management
- Strong research and data analysis skills with a keen eye for detail and the ability to multitask are essential.
- Prior experience in the Education sector or directly working with CEO's/Directors/CXO is highly valued.
- Comfort working in a multicultural environment and maintaining the utmost confidentiality are mandatory.
- A good understanding of finance and budgeting
- Excellent report writing and analysis skills are required to prepare concise minutes.
- A natural ability to develop creative solutions is a plus.
- Strong client-facing and stakeholder management skills are vital.
- Adeptness in computer applications is essential.

BEYOND THE REQUIREMENTS

While these qualifications provide a strong foundation, the ideal candidate will possess additional qualities that align with the strategic nature of the GCPM role. These include:

- **Strategic Thinking:** The ability to anticipate challenges and develop proactive solutions.
- **Strong Interpersonal Skills:** Excellent communication, collaboration, and diplomatic skills for navigating sensitive situations.
- **Leadership & Initiative:** The ability to take ownership of tasks assigned and lead effectively.
- **Discretion & Trust:** The ability to maintain the highest level of discretion and be a trusted advisor to the Governing Council.
- By filling this position with a highly qualified and experienced individual, we can ensure the continued smooth operation and strategic direction of the Governing Council.

This is a critical role requiring a business enabler, strategic partner, not just an executive/administrative assistant. The GCPM will play a vital role in ensuring efficient governance and the continued success of the school. The Job Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position. It is subject to review and modification by the Governing Council at any time in response to the changing needs of the school.