

Title:

Office Manager

Location: Hyderabad

About Centre for Research in Schemes and Policies (CRISP)

Centre for Research in Schemes and Policies (CRISP) is an organisation formed by 10 senior civil servants, who have served at the level of Secretary to Government of India, for working with the State and Central Governments for designing/redesigning schemes and policies in the Social Sector. It desires to make large-scale impact by working with State and Central Governments in designing/evaluating/redesigning social sector schemes and policies. CRISP has positioned young professionals led by senior professional in 6 States (Rajasthan, Karnataka, AP, UP, Meghalaya and Telangana).

These CRISP State teams prepare detailed action plans which are approved by the State Govt, implementation of which is done along with the State Govt machinery. The teams conduct 'concurrent evaluation' of schemes, help in setting up monitoring systems, and drafting policies covering rural, urban development, poverty alleviation, education, health and institution building. The objective of CRISP is to bring systematic reforms, thus shifting focus from input-oriented implementation to outcome-focused roll-out.

CRISP proposes to set up a highly accomplished and professional team with expertise in social sector at the central office being set up in Hyderabad, with functions of supporting/mentoring/monitoring the State teams, design studies and surveys, do data analytics and undertake professional report writing for accomplishing its objectives.

Leadership

Mr R Subrahmanyam (ex Secretary, Higher Education, Govt. of India) is leading CRISP as the Chief Executive Officer, along with 9 other very senior civil servants.

Our Engagements / Work

Rajasthan- Pro-Poor Initiatives.

Karnataka- Rural Development and Panchayat Raj

Andhra Pradesh- Education in govt. Schools

Meghalaya- Improve learning outcomes in primary schools

Uttar Pradesh- Higher Education policy reform

Telangana: Transformation of the higher education system

Position Summary

The office manager will report to the CEO and CCO. The office manager will be responsible for ensuring the smooth functioning of the head office.

Key Responsibilities

Administration

- Supervising the day-to-day operations of the head office.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Working with the audit, accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organising, and storing information and managing the IT systems.
- Overseeing special projects and tracking progress towards company goals.

Human Resources

- Support The CEO and CCO in hiring and training programs.
- Handle all administrative tasks for onboarding, new-hire orientations, and exit interviews, including data entry in human resources information systems (HRIS) and audits for accuracy and compliance.
- Provide a dedicated and effective HR advisory service to employees that covers absence and health issues, conduct and capability, grievances, organisational change, and all other employee-relations matters.
- Be the primary backup for payroll processing, including biweekly and semimonthly updates to employee files, bonus/incentive pay, vacation/sick pay, expense reimbursements, hourly-employee validations, and benefits changes.
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organisational chart, and contribute to policy development.

Donor Reporting

- Managing and ensuring timely and proactive donor reporting processes
- Leading the donor management processes with required reports and documents including project and scholarship updates, impact assessment documents.
- Managing the donor engagement tracker and ensuring all donor documents are updated in the central donor repository
- Providing donors with required information as requested and managing donor visits

Required Qualification, Skills & Abilities:

- 7+ years of experience with a Bachelor's or Master's degree in business administration, management, or a related field.
- Experience in a related field, such as human resources, administration or reporting, preferred.
- Exceptional leadership and time, task, and resource management skills.

- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Proficiency with computers, especially MS Office.
- Ability to plan for and keep track of multiple projects and deadlines.
- Familiarity with budget planning and enforcement, human resources, and Donor reporting

Compensation

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

[APPLY NOW!](#)