

Job Description: Head – Planning & Strategic Operations

Location: Gurgaon (Corporate Office)

Reports to: CEO

Experience: Minimum 20 years in project planning, monitoring, and strategic operations

Qualification: Civil Engineering Graduate with a specialization in Construction Management

Role Overview:

Head– Planning & Strategic Operations will provide centralized oversight and strategic direction for multiple projects. This role ensures seamless coordination across project teams, optimizing resources, controlling costs, and achieving timely delivery. Based at the corporate office, the position is critical for aligning operational execution with the organization's strategic objectives.

Key Responsibilities:

1. Project Planning & Monitoring

- Develop and implement detailed project schedules, ensuring alignment with organizational goals.
- Monitor progress across multiple projects, identifying potential delays and recommending corrective actions.
- Analyze project performance using KPIs and advanced project management tools.

2. Cost Control & Budgeting

- Oversee project budgets, ensuring adherence to financial targets and minimizing variances.
- Conduct regular cost audits and implement effective cost control measures.
- Collaborate with finance and project teams to prepare accurate cost forecasts and cash flow management.

3. Strategic Operations & Resource Optimization

- Optimize resource allocation across projects to maximize efficiency and reduce overheads.
- Ensure strategic alignment of project execution with organizational objectives and client expectations.
- Drive process improvements to enhance project delivery efficiency.

4. Supply Chain Management (SCM)

- Manage procurement strategies to ensure the timely availability of materials and equipment.
- Maintain strong relationships with vendors and contractors to ensure quality and cost-effectiveness.
- Supervise contract negotiations and compliance with terms and conditions.

5. Stakeholder Coordination & Reporting

- Act as the central point of contact for project teams, senior leadership, and external stakeholders.
 - Prepare and present project status reports to the CEO, highlighting achievements, risks, and mitigation strategies.
 - Foster collaboration across departments to ensure smooth project execution.
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Key Skills & Competencies:

- **Technical Expertise:**
 - Proficiency in project management software (e.g., Primavera P6, MS Project) and cost control tools.
 - Strong knowledge of construction contracts, FIDIC clauses, and supply chain processes.
 - **Leadership Skills:**
 - Demonstrated ability to lead and inspire large, cross-functional teams.
 - Effective decision-making and problem-solving abilities.
 - **Strategic Vision:**
 - Capability to align project execution with organizational strategy.
 - Expertise in process improvement and resource optimization.
 - **Communication:**
 - Strong written and verbal communication skills for interacting with diverse stakeholders.
 - Excellent presentation skills for board-level reporting.
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Preferred Background:

- Extensive experience in managing large-scale civil engineering projects, preferably in infrastructure, hydro power, or water sectors.
 - Proven track record of delivering complex projects on time and within budget.
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Key Attributes:

- **Analytical Thinking:** Ability to interpret complex data and provide actionable insights.
- **Collaboration:** Strong interpersonal skills to foster teamwork across multiple teams and stakeholders.
- **Adaptability:** Comfortable working in a fast-paced, dynamic environment.

Interested candidates can share CV at Jaspal.negi@yooil.co.in