Project Manager

JOB TYPE: Full-time

LOCATION: Bangalore, India

TEAM: Programs/Product & Services

WHO WE ARE

Noora Health's mission is to improve outcomes and strengthen health systems by equipping family caregivers with the skills they need to care for their loved ones. Founded in 2014, Noora Health turns hospital hallways and waiting rooms into classrooms by tapping into the most compassionate resources available for the patient's care: their own family.

With the support of six state governments in India, the Government of Bangladesh, and large private hospital systems, Noora Health has trained more than two million caregivers across 329 facilities. In a cohort of patients, the program reduced post-surgical cardiac complications by 71%, maternal complications by 12%, newborn complications by 16%, and newborn readmissions by 56%.

Noora Health was honored as a TED 2022 Audacious Project Grantee and recipient of the 2022 Skoll Foundation Award for Social Innovation. Featuring Edith Elliott and Shahed Alam, our Co-Founders and Co-CEOs, Noora Health's mission took the spotlight at TED 2022 and was also featured in a 2022 Skoll video.

WHAT YOU WILL DO

Collaborate with multiple teams and own the overall planning and delivery of multiple projects across the organization. This person is expected to be skilled in understanding project requirements,

developing a project plan, communicating resource needs and timelines, and collaborating with other functions to drive seamless execution of the project.

- **Project Planning:** Anchor and drive new and ongoing projects: understand the project objectives, build a detailed project plan with clear ownerships and responsibilities, and align the project team on scope and expectations.

- **Execution**: Monitor project progress, provide project updates on a consistent basis to various stakeholders and ensure that the project and its components are delivered on time and scope.

- **Process Improvements:** Improve processes across project planning, project reviews, resource allocation and management, data collection, analysis, and reporting.

- **Escalations:** Perform risk management to minimize project risks and escalate to management as needed.

WHAT WE ARE LOOKING FOR

- 4+ years of experience in project and/or program management, business operations or similar strategy and planning roles in mid- stage startups.

- Experience of driving multiple cross-functional projects at the same time, from idea to implementation and adoption.

- Strong communication skills with experience building consensus, driving change as well as communicating and/or presenting effectively with different levels of leadership.

- Skilled at spotting early potential risks that might delay the project.

- Highly motivated, proactive, and experienced working with minimal supervision.

- Willing to live and work in Bangalore and travel to project sites as required within India, both around Bangalore and interstate (not more than 3-4 days/month).

- Familiarity with any project management software such as Trello, Asana, Jira and project management methodologies and best practices.

- Being multilingual. Proficiency in HIndi and/or any other South Asian language is a plus.

- Experience in working/ managing projects across time zones and with content/ design teams is a huge benefit.

WHAT WE VALUE

At Noora Health, we value diversity, equity, and inclusion, and we understand the value of developing a team with different perspectives, educational backgrounds, and life experiences. We prioritize diversity within our team, and we welcome candidates from all gender identities, castes, religious practices, sexual orientations, and abilities – among many others. We encourage people from all backgrounds to apply for positions at Noora Health.

HOW TO APPLY

Email the following materials with the subject line **Project Manager** to **people@noorahealth.org**:

- A one-page cover letter describing your interest in the position and background.

- An updated resume, including languages spoken and relevant experiences.