

JOB NARRATIVE

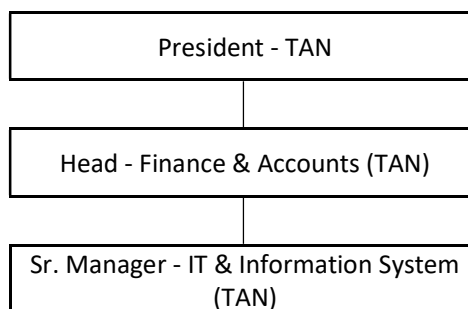
1. Job Purpose and Roles and Responsibilities of the Job
2. Organisation Structure, Outcomes/Value Add, Financials & Work Relations

Basic Details

Job Title	Senior Manager – IT & Information Systems
Job Grade/ Level	M9
Function	Finance
Business Sector	TAN
Location	Pune

Organisation Structure

(where does the position stands in the organisation structure of the Business)



Job Purpose:

- Summarizes the main points of the job description which may include key responsibilities, functions, and duties
 - Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder
 - Should contain 1 - 3 key points
- Accountable for IT deliverable of TAN business (SAP & Cross Functional)
 - Ensuring best in class practices are implemented & adhered
 - Bridge between TAN business team & Corporate IT team for projects execution

Key Accountabilities & Outcomes

Key Accountability	Major Activities/ Tasks
<ul style="list-style-type: none"> • Main areas of accountability / key goals of the Job. • Should contain five to Seven Key Accountabilities. • Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process & Learning and Growth) 	<ul style="list-style-type: none"> • The tasks under Key Responsibility that the Job holder is suppose to perform to achieve the business goals
Process Transformation & Automation	<ul style="list-style-type: none"> • IT Strategy Road map development • Business intelligence/analytics • Coordinate with teams for automation possibilities. • Ensuring end to end implementation of IT

	<p>transformations.</p> <ul style="list-style-type: none"> • Project management & co-ordination • Vendor Management
SAP Project execution	<ul style="list-style-type: none"> • Timely execution of the project allocated. • Coordinate with users for the expectation setting. • Change management through user trainings. • CRM, Transport Management, DMS •
Dashboard Delivery for Better MIS	<ul style="list-style-type: none"> • Coordinate with end users for requirements. • Data capturing and Report building. • UAT support
Routine support to business users	<ul style="list-style-type: none"> • IT support partner engagement • Value additions in systems and process on event basis

Work Relations (Internal and External)	
Internal Relations	External Relations
<ul style="list-style-type: none"> • Main interface of the Job Holder(Working relationships with Key stakeholders/ internal customers • Other Job Holders that the Job holder have may to liaise, report or coordinate with 	<ul style="list-style-type: none"> • Main interface of the Job Holder(Working relationships with Key stakeholders/ external customers
<ul style="list-style-type: none"> - Close working with TAN Finance & SD teams - Stakeholder interaction from various functions 	<ul style="list-style-type: none"> - Engage with external consultant teams for work execution - Corporate IT team

ACHIEVEMENT PROFILE

- What are the capabilities required by the Job Holder at this position
- Specify Knowledge (technical expertise), experience, skills, behavioural competencies, personality required
- It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping

Education Qualifications / Background

- State minimum qualification required by the Job Holder to work effectively on this position
- Bachelor of Engineering in IT/Computer Science

Relevant and Total Years of Experience

- Mention years of experience required for the job
- Elaborate more of the relevance / type of the job experience required by the role
- 7-10 year of experience
- Experience in manufacturing IT is preferable

Technical/Functional Expertise

- State minimum proficiency required on specific technical or functional skills required for the Job Role
- ERP Experience- Preferably SAP
- Working knowledge of SAP modules such as MM, SD, FICO is must
- Business Process Knowledge and Process Automation
- Efficient in handling large scale projects
- Presentation skills & training skills are must



- Should have knowledge about third party systems' integration with SAP

Behavioural Competencies (List only 3- 5 specific behavioural competencies)

- *State behavioural competencies required to function effectively at this position*

- Problem solving capability with focused mind
- Very good verbal communication to reach out to end-users
- Readiness to move out of comfort zone & accept new challenges

Personality (List only 3- 5 specific personality characteristics)

- *Write personal characteristics/ personality type that is suitable to work at this job level.*

- Easily approachable
- Inclined towards result orientation
- Organized and systematic approach
- Ability to be pro-active and self-motivated
- Ability to work under pressure