



ACE Green

### Position – Chief of Staff to the CTO

We're looking for a Chief of Staff to the CTO with a strong background in technology and a thorough knowledge of key business practices and strategy. Our ideal candidate will be organized, detail-oriented, self-driven and able to passionately articulate technology initiatives across the entire organization.

The Chief of Staff will be a key member of CTO's leadership team and will act as a strategist, advisor, and decision-maker through involvement with operations, recruiting, and special ad hoc projects. The ideal candidate will act as a key member of the CTO's core team to balance priorities, communicate effectively, and maximize the effectiveness of the leadership team.

### Responsibilities

Responsibilities will include driving various technology activities, executive communications, operational projects, as well as partnering with CTO for internal and external engagements.

- Act as sounding board for leadership team on technology strategy and offer strategic perspectives for decision making.
- Drive organizational technology processes and agendas.
- Maintain a strategic backlog of technology topics for leadership team review.
- Manage and oversee cross-functional projects and initiatives related to product/technology exploration, deployment and acceleration while ensuring operational effectiveness across business units.
- Ensure communication and alignment across different business units and geographies as related to product and technology deployment.
- Champion people initiatives in partnership with HR - oversee the CTO office planning process from an operational and staffing perspective.
- Partner with finance on technology budget management, headcount management and forecasting.
- Be a change agent and ensure best practices and improvements through the product and technology lifecycle.
- Develop and manage both internal and external CTO Office communications in a way that demonstrates a deep understanding of message content and impact on the intended audience.
- Review, design, and execute on improvements to organizational structure, find knowledge and skills gaps and help address them.
- Develop and maintain an operating model, including objectives and key results and critical metrics.
- Develop and manage dashboards and analytics to monitor team performance indicators and help drive accountability and priorities.

- Coordinate initiatives between the various functional groups.
- Collaborate on content development and preparation for key forums.

#### Desired Skill sets and qualifications

- 5+ years of experience in working closely with engineers/engineering teams and in business/executive management with demonstrated deliverables in product management and/or program management.
- Bachelors level education in an engineering related degree is required with an extensive exposure within a technology environment. Postgraduation with an MBA preferred.
- Demonstrated capability in verbal and written communication skills.
- Outstanding facilitation, collaboration and influencing skills.
- Ability to influence, create relationships and collaborate internally and externally at all organizational levels.
- Experience in business planning, budget management, strategy and operations
- Trustworthy with high integrity, and the ability to maintain appropriate confidentiality

Location – Delhi-NCR