

Introduction

KHPT is a not-for-profit charitable entity that spearheads focused initiatives to improve the health and wellbeing of communities in India. In 2003, KHPT was founded with a mission to enhance the health and wellbeing of vulnerable communities and our journey started with the focus on reducing the prevalence of HIV in Karnataka, specifically among most at-risk populations. These interventions were evidence-driven, systematically planned, rigorously implemented, and monitored. We succeeded in scaling impact well beyond Karnataka and KHPT became a learning site for innovative approaches. We work primarily in the fields of Maternal, Neonatal & Child health (MNCH), Tuberculosis (TB), Adolescent Health (AH), and Comprehensive Primary Health Care (CPHC).

KHPT is seeking application for the following position/s.

Director - Shared Services

Location: Bangalore, Karnataka

Reports to: Chief Executive Officer (CEO)

Role Overview

The Director – Shared Services is a senior leadership role and a key member of KHPT’s executive team, responsible for providing strategic direction, governance, and operational oversight for the organisation’s core support functions - **Finance, Human Resources and Administration**.

The role places strong emphasis on financial stewardship, donor compliance, and project support, while ensuring that HR, and Admin systems effectively enable program delivery. The incumbent is expected to bring deep expertise in financial management within donor-funded and social development contexts, along with meaningful leadership exposure to HR and Administration functions.

Working closely with the CEO and as a member of the Strategic Initiative Group (SIG), the Director – Shared Services will translate organisational and program strategy into financially sound action plans, strong internal controls, and fit-for-purpose systems. As the custodian of institutional resources and compliance, the role works in close partnership with the CEO to ensure organisational sustainability, credibility with funders, and operational excellence.

A strong understanding of complex, multi-stakeholder or regulated environments, and statutory and compliance frameworks in India is essential. Experience in donor-funded, public sector, CSR, or development-oriented organisations will be an advantage.

Key Responsibilities

1. Strategic Leadership & Organisational Stewardship

- Act as a strategic advisor to the CEO on all matters related to finance, people, systems, compliance, and organisational performance.
- Collaborate with the CEO and SIG to co-create and implement multi-year and annual strategic action plans for Finance, HR and Admin.
- Strengthen organisational governance, internal controls, and risk management frameworks.
- Provide leadership for organisational growth, change management initiatives, and institutional strengthening efforts.
- Represent shared services perspectives in senior leadership forums and Board-level discussions, as required.

2. Financial Strategy, Planning & Oversight

- Provide overall strategic leadership to the Finance function, ensuring sound financial management across donor-funded programmes and institutional budgets.
- Lead the preparation of organisation-level annual and multi-year budgets, ensuring optimal allocation and utilisation of resources.
- Oversee financial planning, forecasting, cash flow management, and cost controls.

- Ensure compliance with donor requirements, statutory and regulatory obligations (including IT, FCRA, PF, ESI and other applicable laws), and audit standards, while maintaining strong internal controls and governance frameworks.
- Review and strengthen financial policies, systems, and reporting mechanisms to support transparency and accountability.
- Guide and mentor the senior finance leadership team and to build bench strength.

3. Human Resources, Learning & Culture

- Provide strategic oversight to the Human Resources function to ensure KHPT attracts, develops, and retains high-quality talent aligned with its values, mission, and long-term goals.
- Lead and strengthen organisation-wide learning systems, including capability building, functional and behavioural learning, leadership development, and succession planning for key roles.
- Set the strategic direction for the Culture Building Program, reinforcing KHPT's values and ensuring these are translated into leadership behaviours and performance expectations across the organisation.
- Strengthen the performance management framework by defining and embedding organisation-wide competencies, linking them to strategy, leadership expectations, and outcomes, and reinforcing accountability, feedback, and continuous improvement across levels.
- Support the design and optimisation of HR & Admin processes, digital platforms, and learning management systems to improve employee experience and productivity.
- Strengthen leadership effectiveness by establishing clear roles, decision-making accountability, and communication norms across the leadership team, while building capability and readiness to lead and adapt.

4. Administration & Operational Systems

- Provide oversight to Administration and support services to ensure efficient, compliant, and cost-effective operations.
- Strengthen systems related to procurement, contracts, asset management, facilities, and vendor management.
- Ensure administrative systems effectively support program implementation across geographies.
- Identify opportunities for process improvement, standardisation, and digitisation of support functions.

5. Systems, Processes & Continuous Improvement

- Drive cross-functional process improvements and system integration across Finance, HR and Admin.
- Promote the use of appropriate digital platforms and management information systems to enhance efficiency, compliance, and reporting.
- Support organisational learning systems in collaboration with HR.
- Ensure consistency, clarity, and scalability of institutional processes across all locations.

6. Team Leadership & Capacity Building

- Provide overall leadership, mentoring, and performance oversight to senior managers heading shared services functions.
- Build a high-performing, collaborative shared services leadership team.
- Foster a culture of accountability, learning, and service orientation towards program teams.

Qualifications, Experience & Competencies

Educational Qualifications & Experience

Required

- Postgraduate qualification in Finance, Management, Public Administration, Social Sciences, or a related field; professional qualifications such as CA, MBA (Finance), or equivalent is highly desirable.
- 18–20 years of progressive leadership experience, with substantial responsibility for Finance and exposure to HR and Administration functions.
- Proven experience in managing large budgets, multi-source funding, audits, and statutory compliance in complex organisational settings.
- Strong understanding of financial management, donor and regulatory compliance, governance, and internal control frameworks in India.
- Demonstrated experience in strategic planning, budgeting, and strengthening organisational systems and processes.

Preferred

- Experience in donor-funded, public sector, CSR, development-oriented, or other highly regulated or multi-stakeholder environments.
- Experience working across multiple locations or dispersed teams.
- Exposure to Board-level or senior governance forums.
- Experience leading organisational transformation, scale-up, or system digitisation initiatives.

Core Competencies

- **Strategic Financial Stewardship:** Ability to align financial planning, controls, and compliance with organisational strategy and programme priorities.
- **Enterprise Leadership:** Capability to lead across functions, balance competing priorities, and enable programme teams through strong shared services.
- **Governance & Risk Management:** Sound judgement in managing risk, compliance, audits, and institutional accountability.
- **People & Systems Leadership:** Experience strengthening HR, administration, and performance systems to support organisational effectiveness.
- **Change & Adaptability:** Ability to navigate organisational change, strengthen leadership alignment, and support evolving organisational needs.
- **Stakeholder Management:** Strong ability to engage credibly with CEOs, Boards, funders, auditors, regulators, and senior internal teams.

Aptitude

- Strong analytical and systems-thinking capability, with comfort in complexity and ambiguity.
- Ability to translate strategy into practical frameworks, priorities, and actions.
- High level of decision-making maturity, balancing risk, compliance, and organisational realities.
- Orientation towards continuous improvement, learning, and long-term institutional strengthening.

Attitude & Leadership Style

- Integrity-driven and values-aligned, with a strong sense of institutional responsibility.
- Collaborative, enabling leadership style with a service orientation towards programme teams.
- Comfortable exercising authority while remaining approachable, reflective, and open to feedback.
- Commitment to equity, inclusion, and ethical conduct, demonstrated through leadership behaviour.
- Calm, resilient, and steady in high-responsibility roles and during periods of change.

Equal Opportunity

KHPT is an equal opportunity employer and is committed to creating an inclusive and equitable workplace. We welcome applications from all qualified individuals regardless of gender, background, or identity.

How to apply

Prospective candidates should submit their applications by clicking the "Apply Online" button next to the relevant vacancy on our current openings page at <https://www.khpt.org/work-with-us/>.

The deadline for submissions is 2nd Feb 2026.