

Consumer Unity & Trust Society (CUTS) is a leading think-tank working on economic and public policy issues. From its modest beginnings in 1983, CUTS has grown significantly as a local and global research and advocacy group in addressing the challenges to enhance consumer welfare. From a small voluntary consumer non-governmental organisation (NGO) working locally in Rajasthan, a state in North West India, to make consumers aware of their rights and seek resolution of their grievances, CUTS has over time progressed to policy research and network-based advocacy on various public policy issues at state, national, regional and international levels.

Its work spans a multi-pronged agenda targeted to the realisation of CUTS' Vision of 'Consumer sovereignty' and its Mission of 'consumer sovereignty in the framework of social justice, economic equality and environmental balance, within and across borders.'

CUTS work now revolves around three verticals: Rules-based Trade, Effective Regulation and Good Governance. This graduation happened organically because of the demands made on CUTS to work on policy issues, which would enhance consumer welfare, with the realisation that consumers need to be protected upfront and not only ex post.

Please refer link for more information <https://cuts-international.org/>

JOB CODE: CUTS107PA

VACANCY: Programme Assistant / Programme Associate, Jaipur, Rajasthan

DESIRED STARTING DATE: Immediate

JOB PROFILE

We are currently seeking an energetic candidate with strong programme implementation skills to help organise, and execute socioeconomic development/impact programmes. Experience of working in a multicultural environment with varied stakeholders including the government and non-governmental agencies is an integral part of our requirement.

The ideal candidate must be fluent in Hindi and English languages, both oral and written, have good liaison skills and full proficiency in MS Office suite including Word, Excel and PowerPoint. Excellent communications and interpersonal skills are required.

KEY RESPONSIBILITIES:

The Programme Associate/Assistant will perform a wide range of duties including some or all of the following:

Responsibilities

- Planning and management of standalone community, district events, and related activities, including budgeting, logistical arrangements, coordination with multiple stakeholders, for successful conduct of the event
- Handling social media accounts of the organisation including twitter, LinkedIn and e-forums
- Assist Programme Officer and Research Staff in stakeholder mapping, maintain database of stakeholders and communicate with them through email and verbally and other administration tasks
- Preparing reports of events and press release

QUALIFICATIONS

- Postgraduate in Social Science and/or Business Administration/PGDM from an institute of good repute;
- Minimum 1 year experience in a project management role preferably in development/ non-profit sector;

PERSONAL ATTRIBUTES:

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organisation and to create new opportunities;
- **Planning & Organising:** Able to multitask, prioritise, and manage time efficiently;
- **Cultural Understanding:** International mindset, understands different perspectives and is able to work comfortably in a multi-cultural environment;
- **Accountability:** Self-starter with a strong sense of initiative and focused on results; ability to manage multiple projects within ambiguous and undefined parameters.

COMPENSATION

CUTS recognises that the right candidate will have a significant impact on the success of the organisation and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

JOB LOCATION

- **The position will be based in CUTS headquarters in Jaipur, Rajasthan, India.**
- Travel would be required as per project needs.