

Recruitment – Programme Associate

Consumer Unity and Trust Society (CUTS) is a leading public policy research and advocacy organisation working to enhance consumer welfare. Since its inception in 1983, CUTS has evolved from a grassroots consumer awareness organisation in Rajasthan to a globally recognised think tank with presence across multiple continents. CUTS works across three key verticals: Rules-based Trade, Effective Regulation, and Good Governance, with a strong focus on ensuring that public policies are aligned with consumer interests.

The **Centre for Consumer Action, Research & Training (CART)** focuses on consumer protection, good governance, and sustainable development. The Centre undertakes field-based interventions, capacity building, advocacy, and stakeholder engagement initiatives to strengthen consumer awareness, improve public service delivery, and promote accountability and sustainability.

For more information, please visit: <https://cuts-international.org/>

JOB CODE: CUTS114PA

VACANCY: Programme Associate

JOB LOCATION: Jaipur, Rajasthan

JOINING: IMMEDIATE

JOB PROFILE

We are seeking a proactive and motivated individual to join the CART Centre as a Programme Associate (PA). The role will primarily focus on supporting the implementation and management of programmes related to consumer protection, governance, and sustainable development. The Programme Associate will work closely with project teams, field partners, and stakeholders to ensure effective execution of programme activities and achievement of project outcomes.

ESSENTIAL QUALIFICATIONS

- Postgraduate degree in Development Studies / Public Policy / Social Work / Rural Development / Sociology or related disciplines

DESIRABLE EXPERIENCE AND SKILLS

- 1–2 years of experience in programme implementation, project coordination, or development sector initiatives
- Exposure to issues such as consumer protection, governance, public service delivery, or sustainability

- Experience in coordinating field activities, community engagement, and stakeholder consultations
- Familiarity with project management tools, reporting processes, and monitoring frameworks
- Working knowledge of documentation, reporting, and basic data analysis
- Experience in organising trainings, workshops, and awareness campaigns

KEY RESPONSIBILITIES

- Support planning and implementation of programme activities, including field interventions, awareness campaigns, and capacity-building initiatives
- Coordinate with field partners, community groups, and other stakeholders for smooth execution of projects
- Assist in preparation of work plans, progress reports, and project documentation
- Monitor programme activities and track progress against project objectives and timelines
- Facilitate organisation of workshops, consultations, training programmes, and outreach events
- Support communication and dissemination efforts, including preparation of outreach materials and coordination with media/communication teams
- Ensure effective documentation of programme learnings, case studies, and success stories
- Contribute to donor reporting and compliance requirements

PERSONAL ATTRIBUTES

- **Strong Communication Skills:** Ability to interact effectively with diverse stakeholders
- **Execution Focus:** Strong ability to manage and implement activities on the ground
- **Planning & Coordination:** Good organisational and multitasking skills
- **Problem-Solving:** Ability to address field-level challenges proactively
- **Teamwork:** Ability to work collaboratively across teams and partners
- **Adaptability:** Willingness to travel and work in dynamic environments
- **Accountability:** Result-oriented with a strong sense of ownership

QUALIFICATIONS AND EXPERIENCE

1. Postgraduate degree in relevant disciplines (Development Studies / Public Policy / Social Work / Rural Development / Sociology etc.)
2. 1–2 years of relevant professional experience (preferred)

COMPENSATION

CUTS offers a competitive compensation package in line with the non-profit sector, commensurate with qualifications and experience.

JOB LOCATION

- Jaipur, Rajasthan (Primary location)
- Travel within India may be required depending on project needs

TO APPLY

Interested candidates should send their CV along with a cover letter to careers@cuts.org, clearly mentioning the job code in the subject line.

Due to the large volume of applications, only shortlisted candidates will be contacted.

CUTS is an equal opportunity employer. Women candidates are encouraged to apply.