

JOB CODE: CUTS30AD

VACANCY: Assistant Director

Job profile

To spearhead the activities of Washington DC (WDC) Centre. The Centre will actively engage with all stakeholders in the Indo-Pacific region, countries of the rekindled quadrilateral, international trade bodies and institutions globally. WDC and Geneva are both central to trade policy negotiations and the Centre will position itself for discussions on economic issues which impact the partner countries.

Key Responsibilities:

1. Programme Planning and Strategy

- Lead the WDC Centre to identify the Organization's international trade strategy;
- Proactively identify challenges and opportunities in high technology across defence, homeland security & information technology;
- Develop, pitch and implement projects on the above mentioned functional areas to achieve the successful outcome of the programme;
- Develop roadmap to strengthen US support for multilateral trading system and trade regulations;
- High quality research documents on comparative and contemporary research leading to a future Indo-US free trade and investment agreement;
- Enabling MOUs/agreements.

2. Programme monitoring and implementation

- Monitor the programme activities on a regular basis;
- Intelligence and data gathering for wider impact issues;
- Drafting and developing communication plans and IEC material to support external engagements and launches;
- Write reports on the programme for management and development partners (including donors);
- Interface with funders as outlined in funding agreements;
- Monitor all budgeted programme expenditures to ensure projects operate within approved budgets;
- Oversee outreach and networking functions as desired/planned;
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements.

3. Personal Attributes

- **Business Acumen/Strategic perspective** - Understands business and the strategic role of international trade/regulations/public policy in assessing and analysing challenges and opportunities in arena of US-India trade relations;
- **Ability to Influence** - Strong influencing skills and change management skills to manoeuvre through a complex matrix environment;
- **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 organization and to create new opportunities;
- **Relationship Management:** Anticipate, understand, and respond to the needs of internal /external clients/relevant stakeholders to meet or exceed their expectations within the organizational parameter;
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization;
- **Cultural Understanding:** International mind set, understands different perspectives and is able to work comfortably in 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.

Qualifications and proficiency

- Postgraduate degree/diploma in Development, Public Policy, International Affairs, Economics or MBA from an institute of good repute in a related subject.
- Experience and willingness to travel nationally and internationally.

Skills

- Strong Leadership skills;
- Strong work ethics and integrity;
- Excellent oral, written and overall communication skills;
- Passionate about research;
- Adept in advocacy;
- Comfortable working in fast paced and deadline driven environment.

Experience

10 years' experience in a project management role preferably in the non-profit sector. Experience of trade and sustainable development issues is desirable.

Compensation

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

Job Location

- Primary location is Jaipur, Rajasthan, India.
- Travel both within and outside India would be required as per project needs.

TO APPLY

Qualified candidates should send their resumes to recruit@cuts.org, along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code will not be considered. Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

CUTS is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability. Female applicants are encouraged to apply.

Consumer Unity & Trust Society (CUTS) International

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