



Consumer Unity and 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: CUTS49SPO

JOB PROFILE

We are currently seeking an energetic candidate with strong programme management, and communication skills to help design, organise, and execute social development/impact programmes having strong elements of evidence based research, outreach, advocacy, capacity building and events of national and international scale.

Experience of working in a high pressure multicultural environment with varied stakeholders including the government and non-governmental agencies is an integral part of our requirement.

RESPONSIBILITIES

The Senior Programme Officer will perform a wide range of duties including:

- Develop and implement CUTS communications and outreach strategy; which includes envisioning and designing CUTS media strategy, website, e-communications, social media presence, communication & outreach tools, webinars, etc.
- Develop and manage organisation's communications and event calendar.
- Develop potential story ideas and communication and outreach projects in order to enhance the image of CUTS and its campaigns with donors, media and the general public.
- Coordination with design and editorial team to lead the rebranding vision, development, and strategy.

- Manage content generation, design, production and dissemination of Information, Education and Communication (IEC) materials, newsletters, and other periodic reports for CUTS as a whole, as well as individual projects and campaigns.
- Manage the CUTS website to ensure that the content is consistent, coherent, and navigable in co-ordination with the IT team.
- Coordinate communications for events and programmes in tandem with programme and events team.
- Coordinate with the leadership teams in building CUTS as a knowledge hub for consumer policy related issues with the media and relevant stakeholders
- Build and manage all media relationships across print and digital media; publicise CUTS' ideas through marketing of our research and advocacy to the media; support the research and programs team in gaining access to print and digital media for dissemination of publications and other key reports.
- Monitor media to see relevance to CUTS work and ideas and make connect with writers/media house for op-eds, articles etc.

QUALIFICATIONS AND EXPERIENCE

- Master's degree in Communication, Journalism, Marketing or Public Relations;
- 3-5 years' experience in strategic communications, publications house, or advertising agency, media relations environment. Experience in the development sector will be an advantage.
- Proven track record in branding, editing, publications management, website management, and use of social media for strategic communications;
- Experience in working in an international environment as well as coordination of rollouts across the country.
- Comfortable working in fast paced and deadline driven environment.
- Willingness to travel nationally and internationally

PERSONAL ATTRIBUTES

- **Communicate Effectively:** Good verbal and written communications skills.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organisation and to create new opportunities;
- **Planning & Organising:** Ability to work in a team and to sometimes tight deadlines in a dynamic and fast-paced work environment. Should be a multi-tasker;
- **Relationship Management:** Anticipate, understand, and respond to the needs of internal/external clients/relevant stakeholders to meet or exceed their expectations within the organisational 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 organisation;
- **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.



COMPENSATION

CUTS recognise 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.

LOCATION

The position will be based in CUTS headquarters in Jaipur. Occasional travel around India with potential for international travel to partners and conferences will be expected.

TO APPLY

Qualified candidates should send their resumes to careers@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. If you do not hear from our end within 15 days after the submission of the application, please consider that you have not been 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. Women candidates are encouraged to apply.

Correspondence Address

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