

## Recruitment – Programme Associate

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:** CUTS58PA

**VACANCY:** Programme Associate, Jaipur, Rajasthan

### **JOB PROFILE**

We are currently seeking an energetic female candidate with strong programme implementation skills to help organise, and execute socio- economic development/impact programmes and events. 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 will perform a wide range of duties including some or all of the following:

#### **Programme planning, implementation and monitoring**

- Assist in the development and implementation projects to achieve the successful outcome of the programme;
- Ensure that programme activities operate within the policies and procedures of the organisation;
- Write reports on the programme for management and for funders to monitor the programme activities on a regular basis.

#### **Programme Budgeting and finance**

- Ensure that the programme operates within the approved budget;
- Monitor all budgeted programme expenditures;
- Manage all project funds according to established accounting policies and procedures;
- Ensure that all financial records for the programme are up to date;
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements.

#### **Event Management**

- Finalisation of venue and other related facilities required for the event travel bookings of participants;
- Lodging and boarding of participants;
- Arrangement of resource kit if required;
- Communication with the participants regarding the event.

### QUALIFICATIONS

- Postgraduate in Social Sciences/Social Work or a Law Graduate from an institute of good repute;
- Minimum 2 to 3 years' experience in a project management role preferably in the 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;
- **Analytical Skills:** Able to analyse large, complex data sets using a variety of software applications (SPSS, Excel, Microsoft Office Suite), including the use of relational databases;
- **Planning & Organising:** Able to multitask, prioritise, and manage time efficiently;
- **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 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.

### TO APPLY

Qualified candidates should send their resumes to [careers@cuts.org](mailto: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 30 days after the submission of the application, please consider that you have not been shortlisted.

### **Consumer Unity & Trust Society (CUTS) International**

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