



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:** CUTS81PO/APO

**VACANCY:** Programme Officer/Assistant Programme Officer

### **JOB PROFILE**

We are currently seeking an energetic candidate with strong programme management, financial management and communication skills to help design, organize, 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.

Consumer Unity and Trust Society (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 candidates are encouraged to apply.

### **Responsibilities**

The Senior Programme Officer will perform a wide range of duties including some or all of the following:

**A. Programme Planning and Implementation**

- Plan and implement programmes, project therein, and their activities in accordance with the mission and the goals of the project, programme and organization; including development and implementation of long-term goals and objectives to achieve the successful outcome of the programme;
- Develop an annual budget and operating plan to support the programme, in addition to designing of budgets for projects of varied durations such as less than a year or multiple years;
- Planning and management of standalone national and international events, and related activities, including budgeting, logistical arrangements, coordination with multiple stakeholders, for successful conduct of the event;
- Develop a programme evaluation framework to assess the strengths of the programme and to identify areas for improvement;
- Ensure that programme activities operate within the policies and procedures of the organization;
- Ensure that programme activities comply with all relevant legislation and professional standards;
- Develop forms and records to document programme activities;
- Mentor members of programme team in programme planning and implementation;

**B. Programme Monitoring**

- Write reports on the programme for management and for funders
- Communicate with funders as outlined in funding agreements
- Ensure that the programme operate within the approved budget, and periodically communicate the project team about available headroom
- Proactively Monitor all budgeted programme expenditures
- Monitor cash flow projections and report actual cash flow and variance to the Project Managers on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures, and coordinate with the finance department
- 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
- Provide required information to have invoices generated and submitted to funders according to the established timelines, and conduct regular follow up with the funders to ensure timely receipt of payments
- Monitor the programme activities on a regular basis and assist in its annual evaluation according to the programme evaluation framework
- Mentor members of programme team in programme monitoring

**Qualifications and Experience**

- Master's in Economics/ International Relations/ Public Policy or Social Work from an institute of good repute.
- 1 to 3 years' experience in a programme management role in the non-profit sector.
- Education or prior experience in budgeting/ financial management will be preferred.
- Proficiency in the use of Word, Excel, Accounting Tools, Databases etc.
- Willingness to travel nationally and internationally



### 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 organization and to create new opportunities;
- **Planning & Organising:** Able to multitask, prioritize, 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 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.

### 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](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 15 days after the submission of the application, please consider that you have not been shortlisted.

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