

Recruitment – Volunteer, Mumbai

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: CUTS89VTR

VACANCY: Volunteer, Mumbai, India (Limited Period: November 21, 2023)

JOB PROFILE

We are currently seeking an energetic candidate as a volunteer with strong communication skills for a Workshop on U.S.-India Defense Relations to be held on Tuesday, November 21, 2023, from 10:00-17:00 hrs in a premier hotel in Mumbai, India. The workshop is part of CUTS's ongoing series of workshops supported by the U.S. Department of State and U.S. Consulate General, Kolkata.

The candidate would be required to provide logistical support for the workshop and may also be assigned reporting duties. S/he would have previously worked on policy-oriented events involving high-profile speakers from the government, academia, think tanks, and the media community.

The ideal candidate must have a background in Defense Studies, International Relations, Political Science, or other Social Sciences. S/he is fluent in the English language, both oral and written, has good writing skills, and has full proficiency in MS Office suite including Word, Excel, and PowerPoint. Excellent communication and interpersonal skills are required.

KEY RESPONSIBILITIES:

The volunteer will perform a wide range of duties including some or all of the following:

- Provide logistical support for the workshop;
- Report on the proceedings of the workshop.

QUALIFICATIONS

- Graduate/Post-graduate Students in Defense Studies//International Relations//Political Science or related Social Sciences from an institute of good repute;
- Freshers looking for experience are also encouraged to apply.

PERSONAL ATTRIBUTES:

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- **Planning & Organising:** Able to multitask, prioritise, and manage time efficiently;
- **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

The position is voluntary and the candidate on successful completion of the tasks assigned will be provided with an experience certificate. Additionally, a modest stipend may be provided subject to the means available and will be at the discretion of senior management of CUTS International.

JOB LOCATION

The position is temporary and only open for Mumbai locals.

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 by EOD, November 15, 2023 after the submission of the application, please consider that you have not been shortlisted.