

Job Description for Program Executive

About Ananta Aspen Centre

Ananta Aspen Centre is a non-profit organization dedicated to in-depth discussions of global issues, high level exchange of opinions, information and values with the intent to develop values based leadership at all levels.

The Centre aims to engage eminent experts and thought-leaders from across the spectrum, be it politics, business, defence, diplomacy, media, culture and other streams by bringing a multi-dimensional perspective to the most important issues facing Indian society.

The three core pillars of the Centre are: International Relations, Public Policy and Leadership Development. The Centre is based in Delhi and has an international network of partners. It is registered under 12A and 80G of the Income Tax Act. The Institute is based in Delhi with an office in Kolkata and has an international network of partners.

Ananta Aspen Centre's activities include:

1. Public Programs to promote a deeper understanding of India's development & challenges.
2. Policy Seminars that bring together small groups of stake holders to improve public and private-sector policy making
3. Leadership Seminars that bring together small groups to explore fundamental truths through the Socratic method
4. International Dialogues to help bring India closer to other parts of the world.

Be a part of the Ananta Aspen Centre team

Ananta Aspen Centre is a young and growing organization and invites you to join our team. Please find the Job Description for the position of **Program Executive** below. The Program Executive will be working with the Program Director and the team at Ananta Aspen Centre and will be responsible for the following -

1. Develop and lead new initiatives that will support the organization's mission and programs
2. Build and maintain relationships with key policy makers, corporate leaders, diplomats and researchers
3. Work collaboratively to support all aspects of Ananta Aspen Centre's programs and associated events
4. Prepare reports on programs, events and meetings
5. Develop presentations and other documents for internal and external use
6. Basic data management like maintaining records of agreements, MOUs, external & internal communication
7. Support the CEO and Program Director as required

Required Qualifications

A Bachelor's degree in Social Sciences or allied fields – like International Relations, Journalism.

Required Skills and Experience

1. Excellent communication skills in English (both oral and written)
2. Collaborative and adaptive team worker open to learning and growth
3. Self-starter, capable of working independently
4. Proficient with MS Office, Excel, Outlook
5. Capable of working patiently under work pressure

Compensation

Compensation will be competitive and commensurate with skills and experience.

Application Process

Please apply with your resume and a clear passport size photograph.

Please use the following format for the subject line in your email - "*Program Executive - (Your Name)*" and email your application to – admin@anantacentre.in