

Job Description for Programme Officer

About Ananta Aspen Centre

Ananta Aspen Centre is a non-profit policy studies organization based in New Delhi. It focusses on values based leadership and open dialogue on challenges facing Indian society to help foster its transformation. The Centre engages civil society, business, governments and other key stakeholders to share ideas and bring a wide range of perspectives on issues important to India's development, foreign policy, strategic affairs and national security .For more information please visit <http://anantaaspencentre.in/>

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. The Programme Officer will work with the Programme 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 programmes
2. Prepare reports on programmes, events and meetings
3. Develop presentations and other documents for internal and external use
4. Basic data management like maintaining records of agreements, MOUs, external & internal communication
5. Build and maintain relationships with key policy makers, corporate leaders, diplomats and researchers
6. Work collaboratively to support all aspects of Ananta Aspen Centre's programmes and associated events

Required Qualification

A Bachelor's degree in Social Sciences or allied fields – like International Relations, Journalism, with 3-6 years of work experience.

Required Skills and Experience

1. Collaborative and adaptive team worker open to learning and growth
2. Self-starter, capable of working independently
3. Excellent communication skills in English (both oral and written)
4. Proficient with MS Office, Excel, Outlook
5. Capable of functioning 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 - "*Programme Officer - (Your Name)*" and email your application to – admin@anantacentre.in