

Job Description for Program Executive

About Ananta Centre

Ananta Centre is an independent organization registered under the Indian Trust Act. It focuses on leadership development and encourages frank and open dialogue on the most important issues facing Indian society, to help foster its transformation. The Centre also engages civil society, business, governments and other key stakeholders on issues of importance to India's development, foreign policy, strategic affairs and national security.

Ananta Centre's mission is twofold: to foster values-based leadership, encouraging individuals to reflect on the ideals and ideas that define a good society, and to provide a neutral and balanced venue for discussing and acting on critical issues. The Institute is based in Delhi with an office in Kolkata and has an international network of partners.

Ananta 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

Be a part of the Ananta Centre team

Ananta 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 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 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