

Job Description for Programme Officer

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. For more information please visit <http://anantacentre.in/>

Be a part of the Ananta Centre team

Ananta 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 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 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