

JOB DESCRIPTION:

Associate (General)



Date of Circulation: 22nd December, 2017

Position Details

Location:	Mumbai
Remuneration:	Rs. 25,000 to Rs. 35,000 based on experience
Type of Employment:	Full-time
Duration of Contract:	1 year (with the possibility of extension)
Application Deadline:	As soon as possible (Applications will be considered on a rolling basis)

About The Organisation

Aparna Bhasin Consulting (ABC) provides strategic guidance and support to not-for-profit organisations, foundations, educational institutions and emerging CSR campaigns. ABC specialises in the areas of education, healthy child and adolescent development, and related social areas. We use an evidence-based approach to projects, and strongly believe in capacity development, involving partners throughout the process. Our services include, but are not limited to: project conceptualisation; framework design; sustainability and scale-up strategy, implementation strategy and planning; capacity development and training; and research design and analysis.

Summary of the Role

Aparna Bhasin Consulting is a young and energetic company with multiple opportunities for professional growth. The organisation is currently looking for a young and dynamic professional interested in exploring and developing a wide range of skills in the social development sector. The candidate will work on projects across all the core service areas mentioned above, as well as new education projects being developed within the organisation. Thus, this role will provide the candidate with the opportunity to have a diverse set of professional experiences, and explore different skills and verticals.

Some examples of projects we have worked on in the past include: conducting an impact evaluation to measure long-term impact of an NGO on its beneficiaries; reviewing existing CSR initiatives of an enterprise and making relevant recommendations for its improvement; designing and developing a framework to evaluate the end-impact of a training programme, for facilitators, on student beneficiaries; and creating material to help volunteers better engage with an NGO's beneficiaries.

You can read more about the people we work with, the projects we work on, and about our team at www.aparnabhasinconsulting.com

Duties & Responsibilities

As part of the programs or projects undertaken by Aparna Bhasin Consulting, the candidate's role may include the following:

- Analysing data for monitoring and evaluations projects
- Coordinating surveys, interviews, and focus group discussions when needed
- Providing inputs into the creation of client deliverables
- Supporting the design and planning of social-development programs
- Supporting the design and implementation of new learning programs developed by ABC
- Conducting research to provide the base for new projects
- Adapting or creating new content to the specific requirements of clients
- Conducting or supporting capacity development sessions/workshops for clients
- Other administrative tasks as required

N.B. – The role requires occasional travel to client locations in urban or rural parts of India. The candidate must be willing and able to travel independently.

Desired Skills & Experience

Candidates interested in the position should meet the following criteria:

- Undergraduate degree in any discipline
 - Graduate degree beneficial
- 0-2 years of work experience in a relevant or related field in a related field is beneficial
- Basic grasp of data analysis
- Fluency in English and Hindi
 - Additional fluency in other Indian languages beneficial
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- Motivation to work in the Social Development space, specifically in education
- Keen interest to learn, and to explore new skills
- Demonstrable ability to work independently
- Self-motivated and organised, with an attention to detail
- Ability to work on multiple concurrent tasks

How to Apply

To apply, please send the following documents to info@aparnabhasinconsulting.com:

- Updated CV
- Letter of Motivation, which includes the following:
 - Why you are qualified for the role
 - Any relevant experience matching the expected duties and responsibilities

Important: Please mention the following in the Address Line - “[Name] - Application for [Name of Role]”