

# We are hiring!

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We are hiring Senior Consultants, Consultants, Analysts/ Research Associates and Interns for project and program management of a number of flagship initiatives of the Government of Madhya Pradesh including the Chief Minister's Young Professionals Program (CMYPDP), Chief Minister's Youth Internship Program (CMYIP), State Youth Policy, Employment Policy etc. The above roles will allow you to become a part of the State's public policy initiatives, contribute to national building, and create a positive social impact at the grassroots.

**To apply, email your CV and a statement of purpose to:**

[programmanagementaiggpa@gmail.com](mailto:programmanagementaiggpa@gmail.com)

\*with the position name in subject

# Senior Consultant

**Total positions:** 3

**Location:** Bhopal, Madhya Pradesh

**Contract period:** 1 year (extendable based on performance)

## Educational Qualification/ Experience

- Master's degree in a relevant field (economics/ finance/ public policy/ sociology/ social sciences/ law/ engineering/ urban planning/ business etc.)
- Minimum 4 years of relevant work experience
- Preferred experience in consulting/ research/ public policy/ development sector/ working with government organizations/ think tanks

## Scope of work and expectations

- *Leading the overall program* including timely delivery of program deliverables, leading multiple program verticals, oversight of projects within the program, resource management and other functional responsibilities
- Public policy research & data analysis: Research design, development of indicators, sampling, development of questionnaires, data analysis, drawing inferences, report writing, etc.
- Resource management of the team including consultants, research associates/ analysts and interns
- Functional responsibilities including site visits and field work, technology and backend support, publications, program related event coordination etc.
- Must possess multitasking skills for management of varying tasks at the same time

## Skills required

- Intermediate to advanced skills in MS Office including MS Excel, PowerPoint, Word as well as Google workspace functionalities
- Advanced communication skills including written & verbal communication

# Consultant

**Total positions:** 8

**Location:** Bhopal, Madhya Pradesh

**Contract period:** 1 year (extendable based on performance)

## Educational Qualification/ Experience

- Master's degree in a relevant field (economics/ finance/ public policy/ sociology/ social sciences/ law/ engineering/ urban planning/ business etc.)
- Minimum 2 years of relevant work experience
- Preferred experience in consulting/ research/ public policy/ development sector/ working with government organizations/ think tanks

## Scope of work and expectations

- *Leading the projects and tasks* within the program(s) and ensuring timely delivery of project tasks, resource management, research & data analysis and other functional responsibilities
- Public policy research & data analysis: Research design, development of indicators, sampling, development of questionnaires, data analysis, drawing inferences, report writing, etc.
- Resource management of the team including research associates/ analysts and interns
- Functional responsibilities including site visits and field work, technology and backend support, publications, program related event coordination etc.
- Must possess multitasking skills for management of varying tasks at the same time

## Skills required

- Intermediate to advanced skills in MS Office including MS Excel, PowerPoint, Word as well as Google workspace functionalities
- Advanced communication skills including written & verbal communication

# Associate/ Analyst

**Total positions:** 10

**Location:** Bhopal, Madhya Pradesh

**Contract period:** 1 year (extendable based on performance)

## Educational Qualification/ Experience

- Master's degree in any relevant field (economics/ finance/ public policy/ sociology/ social sciences/ law/ engineering/ urban planning/ business etc.)
- 0-1 years' work experience

## Skills required

- Intermediate skills (required) in MS Office including Excel, PowerPoint, Word, as well as Google workspace
- Strong research, writing and communication skills

## Roles & responsibilities

- Providing end-to-end support to the Consultants and Sr Consultants on tasks including:
  - Primary and secondary research, study design, questionnaires etc.
  - Site visits and field work
  - Data collection, quality check, data sorting & cleaning, visualization etc.
  - Report writing, development of concept notes etc.
- Preparation of PowerPoint presentations, contributing to publications, newsletter, etc.
- Technology and backend support as required; support on program related event coordination
- Performing any other tasks as assigned by the team

# Intern

**Total positions:** 15

**Location:** Bhopal, Madhya Pradesh

**Contract period:** 6 months, full-time internship

## Educational Qualification

- Bachelor's degree (4 or 5 year degree programs only) or Master's degree in a relevant field (economics/ finance/ public policy/ sociology/ social sciences/ law/ engineering/ urban planning/ business etc.)

## Skills required

- MS Office including Excel, PowerPoint, Word, as well as Google workspace;
- Strong track record of research and writing skills;
- Experience with data visualization;
- Editing skills are helpful; and
- Knowledge of policy and development issues.

## Responsibilities & expectation

- Contribute to analysis of data, results collection and reporting, surveys, etc.
- Provide assistance in carrying out research and in developing and facilitating knowledge products (brochures, newsletter, case studies, thematic reports);
- Support the organization of events (conclaves, meetings, workshops, etc.);
- Attend meetings with stakeholders and prepare briefs and reports accordingly as requested;
- Undertake related tasks as assigned by the team.