



INTEGRATED MOUNTAIN INITIATIVE

Making India proud of our Mountains

www.mountaininitiative.in

Requirement for the post of Junior Programme Assistant

Integrated Mountain Initiative (IMI)

IMI is a civil society initiative which provides a platform for integrating the knowledge and experiences of multiple stakeholders working on diverse issues across the Indian mountain states, and uses this to inform and influence policy, both at the national and state levels.

We aim to bring mountain concerns to center stage of policy planning agendas at the regional, national and global level through sustained and informed dialogue between all stakeholders. We provide a functional discussion platform for Indian Mountain States on key areas of common concern including water security, mountain agriculture, sustainable habitats, disaster risk reduction, climate change and youth & entrepreneurship.

Job Description

We are looking for a Junior Programme Assistant, who is passionate about working for the mountains, to assist in our projects and advance the work of the organization. The job will involve but not be limited to overall project management, content writing, developing communication strategies, working with the union government and state governments, coordinating with partners and state chapters, and organizing our flagship events – Sustainable Mountain Development Summits and Meet of the Mountain States. Depending on the projects and roles assigned, the job will involve travelling to the 9 states two UTs of the Indian Himalayan Region where we operate.

The candidate will work closely with the team in IMI Secretariat and perform the assigned tasks and roles necessary in running the organisation. The candidate should be willing to undertake extra responsibilities should the need arise, come up with innovative ideas to the projects and work in synergy with other small and large teams in the organization and external partners.

Essential qualifications and experience

- Master's degree in Social Science, preferably Economics/Development Studies/Policy Studies
Or
Master's degree or demonstrated experience or interest in any related field
- Relevant experience in research projects/policy research

- Excellent communication skills
- Strong background in quantitative research
- Proficient in Microsoft Office and other tools

Essential skills

- Excellent written English communication skills.
- Ready to meet people, organizations, and thorough engagement with various stakeholders.
- Must be a team player who is able to take initiatives and collaborate well.
- A positive, flexible attitude to work, including the ability to multi-task.
- Ability to adapt to a diverse range of situations and surroundings.
- Attention to detail and openness to learn and improve skills.
- Ability to assimilate ideas into cohesive, evidence-based arguments.

Compensation

Remuneration will be competitive and will depend upon the candidate's experience levels and the value he/she can add to the organisation.

Location

Flexible

Interested candidates are invited to submit a cover letter (including 2-3 paragraphs on how their qualification and experience makes them a good fit for the role) and resume via email with subject line 'Application for Junior Programme Assistant' to golan@inmi.in latest by 10th Feb, 2021