

Job Title: Consultant

Location: New Delhi

About CII-ITC Centre of Excellence for Sustainable Development

A pioneering effort by CII, the CII-ITC Centre of Excellence for Sustainable Development creates a conducive, enabling environment for Indian businesses to pursue sustainability goals. It creates awareness, promotes thought leadership, and builds capacity to achieve sustainability across a broad spectrum of issues. The Centre fulfils its mission – to build knowledge and skills, drive innovation and advance leadership for sustainability – through a series of initiatives, including:

- Policy advisory, research and advocacy – creating platforms for engagement with regulators and key policy makers and bringing an industry perspective to the table during the formation of environmental legislation.
- Executive education services which instruct professionals on the tools and global standards for sustainability
- Consulting on a gamut of corporate sustainability management issues

Job Description

The Centre is looking for a professional to play a significant role for its recognition products and associated training programmes. The job requires a dedicated person who can handle the entire process end-to-end in a smooth and effective manner. Professionals who have experience of managing programmes in the past are encouraged to apply.

Responsibilities

The key responsibilities will include assisting Team in:

- Promotion of the programmes which is target based and timeline based.
- Drafting, finalising content for promotion of the programmes and preparing any other communication required during the entire process
- Research, analysis and preparation of reports and presentations
- Handling online tools
- Co-ordination with external stakeholders on a regular basis.
- Any other responsibilities as entrusted from time to time.

Skills Required

- Effectively handle technical and communications aspects of the programme
- Presentable communication skills – written and spoken.
- Report writing, editing and presentation skills.
- Report writing skills
- Ability to work effectively in teams
- Multi-tasking ability to work effectively within tight timelines

Qualification required

- Graduate/ post-graduate in any discipline with some experience of handling programmes
- At least 7-8 years of relevant experience in coordinating with Corporates and PSU's

How to apply

Please send resume and cover letter to executive.education@cii.in. Kindly mention “**Application for Consultant**” in the subject line latest by **3 August 2023**

Confederation of Indian Industry (CII) is an equal opportunity employer. Only shortlisted candidates will be notified about the interview date.