

Job description for Junior Consultant-SANKALP

Ministry of Skill Development and Entrepreneurship, New Delhi
(Off role)

General Description

- Provide substantive research, analytical, and statistical assistance in support of the SANKALP team, with strong focus on (i) administrative matters; and (ii) financial management. Assist in the regular file work and also in maintenance of budget and fund releases.
- Prepares notes and briefs on program/sector and project issues.
- Co-ordination works pertaining to the project.

Selection Criteria

- Graduate/ Post graduate with around 3 years of relevant work experience in Govt. Sector.
- Sound understanding of macro and micro economics and project economics.
- Excellent organizational skills and proven ability to work under pressure to tight deadline with minimum supervision while maintaining attention to detail.
- Proficiency in statistical / quantitative analysis
- Fluency in written and spoken .English including the ability to convey ideas and positions clearly

Core Competencies

- Takes personal responsibility and accountability for timely response to queries, requests or needs, working to remove obstacles that may impede execution or overall success.
- Analytical Decision Making and Judgment - Analyzes facts and data to support sound, logical decisions regarding own and others' work.
- Drive for Results - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.
- Teamwork (Collaboration) and Inclusion - Collaborates with other team members and contributes productively to the team's work and output, demonstrating respect for different points of view.
- Knowledge, Learning and Communication - Actively seeks knowledge needed to complete assignments and shares knowledge with others, communicating and presenting information in a clear and organized manner.

Interested candidates can send their updated CVs at jobs.shortlisting@gmail.com with subject line "Application for Junior Consultant Position.