

JOB PROFILE: Program Associate

START DATE: Immediate

LOCATION: India

JOB DESCRIPTION:

Centres of thought and strategic analysis are shifting, with the rise of the Asian century, and critical insight emerging from new geographies. Kubernein Initiative works to provide alternate perspectives to these themes widely discussed on the global stage. We seek an individual who will lead our projects on broader themes of foreign policy, with a regional focus on India and the Indo-Pacific and underlying focus on gender. Activities will include but not be limited to:

- Conducting desk-based research for projects, within the determined scope of research
- Developing guiding questions for research and interviews under the guidance of the company director; conducting interviews and discussions with experts as required
- Regularly monitoring public dialogue, news, and discourse on issues pertaining to KI projects
- Drafting internal notes and reports
- Distilling research and analysis in the form of shorter articles for external publications as needed
- Managing project-related objectives on multiple projects, including timelines, budgets and people
- Coordinating with diverse stakeholders to deliver multiple project-related deliverables in a timely fashion
- Initiating and building relationships within the team, and externally with partner organizations and other stakeholders
- Participating in workshops/field visits when required
- Represent Kubernein Initiative at relevant forums and conferences

The following qualities are a must for an eligible candidate:

- A postgraduate degree or commensurate experience
- Prior work experience in research, research planning, and program management, minimum of 4 years
- Research experience in broad areas of foreign policy, gender, and related fields
- Strong writing skills and fluency in English. Additional languages are a bonus
- Experience building robust networks and ability to liaison with a wide range of stakeholders
- Experience in social media outreach (Twitter, Instagram, and LinkedIn) is a plus. This could also be demonstrated through personal handles.

ABOUT KUBERNEIN INITIATIVE:

Kubernein Initiative is an India-based globally engaged geopolitical advisory that looks at the world as interconnected and considers critical questions with a wider perspective. It works with partners that wish to drive informed discourse in emerging areas of public policy. To achieve this, in-house expertise is supplemented with rigorous research, analysis, and advice from experts in relevant fields. Partners thus far include private sector organizations, non-profits, as well as large network-based organizations.

For more information see: www.kuberneininitiative.com

Follow us on Twitter: [@Kubernein](https://twitter.com/Kubernein)

HOW TO APPLY:

Please submit the following documents to Ms Aadhya Shah at contact@kuberneininitiative.com with the subject line "Application for Program Associate"

- Updated Resume
- At least two writing samples, one of which must be focused on the broad areas of gender, foreign policy, or related fields
- One-page cover letter describing your background, motivation, and salary expectations (can consider mentioning a salary range)
- Letter of reference of contact for reference

Please note, as we are currently a small organization with limited bandwidth, only shortlisted candidates will be contacted for the next round of personal interviews. Incomplete applications will not be considered.

LAST DATE TO APPLY: August 30, 2024