



Designation: Consultant

Location: Pune, Mumbai

Key Tasks: Partnership Management, Project execution and Management, Knowledge Management, Partner organisation recruitment.

Qualifications & Experience

- Graduate/Postgraduate.
- 2 to 4 years of relevant work experience across any/many of the organisational development areas such as Strategy, Human Resources, Fund-raising, M&E, Marketing & Comms etc.
- Experience in the field of Education preferred.

Skills

- Strong interpersonal skills.
- Strong relationship building skills.
- Strong written and verbal communication skills.
- Proficient use of MS Office (Excel, PowerPoint, Word) and Google Suite (Docs, Slides, Sheets).
- Strong consultant skill set- project management, analytical problem-solving and people management.

Desired Competencies

- Takes initiative.
- Is an organized thinker.
- Is curious and a learner.
- Uses limited resources to deliver unlimited results.
- Attention to detail.
- Friendly and flexible.

If interested in applying for this position, please email your resume along with a cover letter to careers@atma.org.in