

# WE ARE HIRING!

## CONSULTANT, PROGRAMMES



A T M A

Great Place To Work®

Certified  
DEC 2023 - DEC 2024  
INDIA



### Who can apply?

Graduate (mandatory)/ Post Graduate (preferred), specialising in areas such as MBA, development studies, social work, CA, HR or related fields with 5-7 years of work experience in an NGO or corporate setting with demonstrated expertise across multiple Organisational Development (OD) areas (at least 2-3) such as Strategic Planning and Programme Design, Human Resources Development, Fundraising and Resource Mobilisation, Monitoring & Evaluation, Financial Management, or Marketing & Communications. Preferred work experience in the social sector i.e. fellowship, working in an NGO, social consulting organisation, or CSR team, with proven track record in capacity building and organisational development.

**Location** - Flexible- Anywhere in India

**Work Type** - Hybrid (Virtual working plus travel for meetings/ partner visits)

**Duration** - 6 months contract, full time (5 days per week, 8 hours per day)

**Salary range** - Competitive as per industry standards

**Reports to** - Lead Consultant, Programmes and Chief Programmes Officer

### About Atma

Founded in 2007, Atma is dedicated to building the capacity of NGOs by enhancing their knowledge, skills and processes across 10 organisational development areas. Our approach is centered around:

- **Tailored Support:** We provide personalised, one-on-one guidance to NGOs, developing customised strategies and action plans that align with their unique goals and challenges, ensuring long term sustainability.
- **Collaborative Partnerships:** By partnering with committed donors and sector intermediaries, we amplify our impact and extend comprehensive support to a larger number of NGOs, achieving more together than we could alone.
- **Outcomes-Oriented Approach:** Atma employs a data driven methodology of continuous review, learning and improvement across all programmes, fostering better accountability and commitment to achieving impactful outcomes.

Atma has developed a comprehensive approach to capacity building for NGOs in India, addressing diverse organisational needs through five interconnected programme portfolio:

- **Capacity building programmes:** Longer term partnerships for systematic organisational development through structured mentoring meeting specified outcomes.
- **Project Partnerships:** Focused, customised interventions targeting specific organisational development needs.
- **Workshops:** Specialised training sessions for specific areas of non profit management and organisational development
- **Atma Lab:** Innovation hub for testing new initiatives , creating knowledge products and tools for the sector.
- **Volunteer Engagement:** Management and deployment of skilled volunteers to NGOs supporting their capacity building needs.

This multi-faceted approach allows Atma to cater to NGOs at various stages of growth, addressing a wide range of capacity-building needs in the Indian social sector.

### Purpose of the Role:

The Consultant is responsible for developing, delivering and managing programmes/projects and partnerships across Atma's programmes portfolio with NGOs, philanthropic organisations and other social sector collaborators, enabling these organisations to sustain and grow.

### Main Responsibilities:

**Programme/ Project Delivery** (Work closely with the Lead consultant and CPO to:

- Lead complex capacity building projects from design to delivery.
- Develop and strengthen programme content and frameworks.
- Conduct research in line with industry best practice to strengthen the content with latest trends
- Documentation and reporting of regular progress against milestones, outcomes, challenges, risks and learnings both internally and to the donors.
- Participate in and lead facilitation of workshops/ webinars for external partners.



- Provide technical expertise and quality assurance.
- Deliver to the KPIS of the agreed scope of work defined within the timeline.

**Expected Skills, Knowledge and Expertise**

**Skills**

- Research and Data Analysis: Ability to conduct research, analyse data and maintain records to strengthen content and measure impact.
- Project Management: Proficiency in managing projects, monitoring progress, identifying challenges and ensuring smooth completion.
- Strategic Problem Solving: Capability to analyse situations, identify solutions and make informed decisions to address challenges.
- Team Collaboration: Strong interpersonal skills to collaborate, share insights, facilitate learning and represent the Atma.
- Presentation and Communication: Excellent verbal and written skills to present information and create communications materials effectively.

**Technical Competencies Required:**

- Advanced project planning and delivery capabilities.
- Expertise in analysing programme-level data for decision-making
- Excellence in stakeholder management and conflict resolution
- Demonstrated skills in managing complex partnerships and expectations
- Ability to create comprehensive programme documentation
- Experience in co-designing programmes
- Conduct research (both Primary and Secondary) as required to bring in a best practice approach to the deliverables
- Strong technology proficiency including G-Suite and project management tools.
- Ability to identify and mitigate programmatic risks
- Experience in managing multiple partnerships simultaneously
- Proven ability to work independently while collaborating with programme teams.

**Key Stakeholder**

**Internal**

- Lead Consultants
- Senior Consultants
- Other Consultants
- Volunteers
- Chief Programme Officer

**External**

- NGO Leaders
- Donor leads
- NGO teams / Staff members
- Mentors
- Vendors/ Service providers
- Sector Collaborators

**Why join Atma?**

Joining Atma means stepping into an environment tailored for the modern professional, where our commitment to flexibility ensures you can balance work and life effectively, fostering a healthier work-life integration. Rooted in our core values of excellence and integrity, we prioritise team culture and bonding, offering offsite gatherings, in-person meets, and virtual team spaces to keep our team closely connected and engaged. We provide extensive learning and development opportunities, empowering you to excel in your role and beyond, with a focus on cross-functional learning and upward mobility. Additionally, recognising the importance of maintaining well-being, we offer appropriate leave structures and annual downtime to recharge and rejuvenate. Join us in a workplace that values your holistic development, fosters strong relationships, and champions your professional growth and well-being.

**Hiring Process**

- Application through google form
- Screening of profiles for eligibility criteria
- Prework assignment upon shortlisting
- Panel Interview upon meeting assignment benchmark score
- The complete process will take 20-25 days