

Vacancy: Communications Administrative Assistant

The Communications Administrative Assistant will be part of the central communications team at the Centre for Policy Research (CPR) and carry out all administrative duties required. This will include coordinating closely with the administrative and accounts team, understanding the organizational structure and being the point person for coordination.

Key Responsibilities:

Coordinating a range of administrative tasks, including the ones listed below but not limited to these:

- Managing the CPR website CMS, YouTube channel, podcast platforms. Ensuring all content is uploaded in time and correctly.
- Managing logistics and execution for CPR events- physical (in-person), hybrid and webinars.
- Ensuring vendor coordination and related administrative work.
- Facilitating payments for contracted vendors, and bidding as well as payment processes for new vendors, through managing the process in coordination with the central administrative and accounts teams.
- Making sure all vendor contracts and subscriptions are renewed in time.
- Collecting information and data from across the organisation in pre-designed formats to fill out different donor forms and the annual report.
- Any other support as and when required.

Qualifications:

- Bachelor's degree in any discipline.
- 1-2 years of relevant work experience preferred.
- Understanding of webinars and platforms like Zoom is desirable.
- Strong written and verbal communication skills in English.

Application Instructions:

- Please submit your application with a one-page CV and a brief cover letter in a single file to communication@cprindia.org.
- In the subject line, please indicate the position you are applying for as: 'Communications Administrative Assistant'.
- Only shortlisted candidates will be contacted.

Remuneration:

- Salary commensurate to experience and the role.

About the Centre for Policy Research:

The Centre for Policy Research (CPR) has been one of India's leading public policy think tanks since 1973. CPR is a non-profit, non-partisan, independent institution dedicated to conducting research that contributes to high quality scholarship, better policies, and a more robust public discourse about the issues that impact life in India.

CPR brings together India's best thinkers and policy practitioners who are at the forefront of both research and engagement in the policy space, drawing from various disciplines and professional backgrounds. CPR conducts advanced and in-depth research on a wide range of policy-relevant issues, with a focus on India's 21st-century challenges. Through its research and policymaking engagements, CPR works closely with policymakers in its aim to place India firmly on the path of building a twenty-first century policy ecosystem.