Job Description: Associate Consultant

Who are we?

Pragma Development Advisors (PragmaDev), a Bengaluru based Development Consulting firm, seeks to catalyse social change and contribute to inclusive & sustainable development. Several organisations and stakeholders are working tirelessly and innovatively to overcome complex challenges in the development sector. At **PragmaDev,** we enable such organisations to increase their positive outcomes by understanding and catering to their unique service needs.

We primarily work with non-profits and social enterprises, providing two broad service lines,

- Research and Reporting Services
- Programme Design, Management and Evaluation Support

While we work across multiple sectors, the defining elements of our services are a specialisation in the fields of public policy, governance and development, and a firm commitment to the human development approach.

Whom are we looking for?

We are looking for an enthusiastic and entrepreneurial individual to join **PragmaDev** as an Associate Consultant. This is a growth oriented role in a start-up firm, offering significant room for client exposure, learning and professional development for a discerning candidate. You will be most suitable for the role if you bring to the table,

- A proactive approach, and the adaptability, sharpness to quickly respond to the needs of a dynamic start-up environment.
- A hunger to learn and mature, collaborate for ideation and value addition in every step, and work across multiple disciplines and sectors.
- Tenacity and drive to meet firm and client objectives.

As an Associate Consultant, a full time position, you will form a part of the core team and report directly to the Partners and/or Client Engagement Managers. Ideally you will be based in Bengaluru, but WFH or remote engagements may be considered for a short term period of 9-12 months or until the situation permits. You may be required to travel depending on client or firm needs, though it is not envisaged regularly at this time.

What is expected of you?

As an Associate Consultant, you will be involved in both management and delivery of client engagements assigned to you, as well as business development and relationship management with stakeholders in the development landscape. Thus, you will be responsible for,

- **Management and Delivery of Client Engagements**
  - Planning and undertaking primary and secondary research, and drafting of reports or documents to execute the requirements of assigned projects and tasks.
  - Managing time and resources, and engaging with partners and other team members to ensure timely and high-quality outputs.
  - Maintaining liaison with clients, vendors and other stakeholders to ensure effective project management.

- **Business Development and Relationship Management**
  - Spotting opportunities and preparing proposals, bids and applications, both in conversation with potential clients and in response to RFPs or public calls.
  - Contributing to the firm's knowledge generation, knowledge management and brand development activities.
  - Supporting the internal management and administrative requirements of the firm.
  - Establishing and maintaining relationships with potential clients, collaborators and stakeholders.

What would we like you to bring?

We are looking for an individual who is aligned with the vision that PragmaDev seeks to achieve and has a thirst for growth and knowledge, so that we can work together to make a positive mark in the development sector. While we understand that you will hone many of the skillsets and mindsets through the role, we would like you to bring the following to the firm,

- **Essential Requirements**
  - 1-3 years of experience in the development or public policy space, handling research, consulting, project management, or other similar activities.
  - A master's degree in public policy, development studies, social sciences, law or associated fields.
  - You may also be considered if you have a bachelor's degree in the above fields, and can prove fit through demonstrated and relevant experience.
  - Working knowledge of the public policy and development ecosystem in India.
  - Understanding of and willingness to contribute to the needs of a budding startup firm.

- **Desired Qualities**
  - Knowledge of primary and secondary research methods, skills in areas like quantitative data analysis, statistical packages, etc. will be advantageous.
  - Strong problem solving, writing, interpersonal and communication skills, along with agility, adaptability and creativity.
  - Ability to work independently and demonstrate ownership of assigned tasks, while also being able to coordinate and collaborate with a closely knit team.

- An eye for detail and composure, patience and grace even when adhering to strict deadlines and undertaking complex tasks.
- Be an intellectually curious and responsive team contributor, delivering and receiving feedback regularly.

What do we offer?

Being an important member of a vibrant, young team you will have significant opportunities to work on a variety of projects in a client-facing role, as well as a central space to participate in and shape firm and project decisions. We are keen to learn and develop along with our team members, and you will have real chances to grow in rank and responsibility within the firm. Your compensation package will take into account your experience and fit for the role, and be in tune with market realities.

How can you apply?

Send in your application which should include the following:

- A short statement of interest (up to 300 words) detailing why you are interested in the role and how you expect to grow your career with the firm.
- An up-to-date resume and a crisp video (up to two mins long) expressing your academic and professional journey, personal & professional goals and how you match our needs.
- A writing sample, which can be any original write-up, article, report, etc. written by you, that illustrates your communication, writing and research abilities.

Send in your applications to info@pragmadev.in before 11:59 PM (IST) on the 13th of June 2021. You can also address any queries there.