

Job Title: Consultant (On contracts for 6 months)

Reports to: Deputy Director CSIP

Location: Based in NCR, or elsewhere with travel to Sonapat 3-4 days a week.

Experience (in years): 1-2

Nature of work: This is a one-year role and based on the performance, this opportunity could get converted to a full-time role.

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

About Centre:

The Centre for Social Impact and Philanthropy (CSIP) at Ashoka University is India's first academic centre focused on enabling strategic and robust philanthropy for social impact. It strives to provide civil society with evidence-based research and knowledge products to grow scale and impact, convening platforms for norm-setting and collaborative learning, and leadership development programmes that strengthen capability and sustainability.

Role and Responsibilities:

- Manage all donor and programme budgets and work with Ashoka Finance team for regular updates and tallying expenditures
- Liaison with Registrar office, Administration, Operations, IT & HR for all Centre-related tasks
- Coordinate with vendors, consultants and interns for contracts and other organizational activities
- Update standard operating procedures as and when required
- Manage organizational resources such as research reports, books, stationery, programme-related merchandise.
- Donor reporting on a monthly/quarterly/yearly basis
- Coordination with team to expedite budget and expenses
- Preparing budgets for donor proposals and grants
- Assist Manager in donor due diligence processes
- Liaison with the finance team for invoice processing, payment follow-up, and programme related tasks.
- Documentation of invoices, and contracts.

Eligibility:

- 1-2 years of work experience overall
- Prior experience with a nonprofit organization in handling administrative and financial management tasks is desirable

Education Qualification

- MBA/ M. Com/ B. Com

Competencies

- Data and detail-oriented

- Basic skills in synthesizing, strategising and organizing
- Ability to thrive in a startup environment and take initiative

Skill Sets

- Familiarity with Microsoft Office and other basic software tools
- Demonstrated interest in social impact and development

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in/ Centre's ID (As per requirement), with the subject line – <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.