



Job Title: Programme Coordinator, LiFE

Reports to: Senior Adviser, NITI-BIU

Location: Delhi, India

Experience (in years): Minimum 5 years' experience in impact consulting, policy advocacy and event management, including organising events with senior global stakeholders.

Nature of work: Full Time

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 Department/Centre:

Centre for Social and Behaviour Change (CSBC) is a leading Indian behaviour science institution, driving behavioural change measures for people and communities in need. CSBC advances the science and practice of behaviour change, harnessing cross-disciplinary expertise in the areas of nutrition, sanitation, maternal health, family planning, and financial services. The Centre executes this vision through behavioural change programmes, foundational research, and capability building. For more information, please visit <https://csbc.org.in/>.

To introduce a novel paradigm of behaviourally informed policy design and implementation in India, NITI Aayog partnered with the Bill and Melinda Gates Foundation (BMGF) and Centre for Social and Behaviour Change (CSBC) in 2019 to institute the Behavioural Insights Unit of India (NITI-BIU).

Role and Responsibilities: Mission LiFE is an India-led global mass movement that will nudge individual and collective action to protect and preserve the environment. It is a priority area for the G20 Indian Presidency and also a national priority for India.

Under the Mission, the NITI-BIU is leading the Global Call for Ideas & Papers and anchoring other work streams to drive Mission LiFE on the global stage in partnership with other countries, climate leaders, and multilateral bodies.

In this context, the NITI-BIU is looking to onboard a Program Coordinator to work on Mission LiFE immediately. They will lead overall design and management of strategic visibility activities under Mission LiFE, including key events. **The role presents a unique opportunity to work with the highest government offices in the world and to bring together decision makers towards making a change in the climate crisis.** The roles and responsibilities will include the following:

- Ideate, manage, and execute large-scale events with CXO-level and Minister-level participation, such as conferences, webinars, and roundtable discussions.
- Operationalize multiple workstreams, coordinate with different teams, vendors, and participants, and manage event logistics.
- Develop supporting content for roundtable discussions and conferences, such as session notes, concept notes for panel discussions, etc.
- Coordinate with multiple stakeholders in the government system from national, state, and district administrations.
- Ensure strict adherence to timelines and keep senior leadership of Mission LiFE apprised on progress.
- Develop high-quality content arising from any strategic event organised under LiFE
- Provide support to other LiFE teams, as required.
- Other tasks as assigned by the supervisor.

Eligibility: 5 to 7 years of experience in policy advocacy and/or event management, preferably in managing large-scale public sector events.

Education Qualification: Master's degree or certification in social and public communication, public policy, or other relevant fields.

Competencies and skills:

- Strong experience in ideating, planning, and executing strategic events, preferably large-scale events.
- Experience in vendor management, project management, and stakeholder management, especially government stakeholders.
- Excellent verbal and written communication skills.
- Strong understanding of government systems, preferably at the national level.
- Extraordinary attention to detail with an ability to execute and support multiple work streams simultaneously.
- Demonstrated ability to self-start, work cross-functionally, and manage multiple stakeholders.
- High degree of comfort with change, ambiguity, and fast-paced work.
- Excellent knowledge of MS Office.

Last Date for Application: Applications will be accepted on a rolling basis. The selected candidate will be expected to join at the earliest.

Application Submission Process:

Please submit an updated CV at careersatcsbc@ashoka.edu.in, copying arushi.malhotra@ashoka.edu.in with the subject line – <Programme Coordinator-LiFE_Applicant Name>.

Kindly ensure that the application includes the last compensation, 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.