

Job Description: Senior Programme Associate

Centre for Public Policy Research: CPPR is a research organisation based in Kochi. CPPR works in the areas of research promotion, knowledge dissemination and capacity building. It has a talent pool from across the country, experienced in handling socio-economic research projects. CPPR believes in engaging the right individuals for its initiatives and efforts in the area of public policy. It welcomes people, who have a penchant for public policy and display unique skill sets and managerial capacities, to work as part of its team.

Job Title	Senior Programme Associate
Department	Operations
Location	Kochi
Level	-
Salary	As per industry standards
Contract	-
Reporting Line	Director – HR and Operations

Key Responsibilities

- Responsible for fundraising, advertising and branding of CPPR
- Work with media establishments to widen the scope of CPPR activities and build a rapport with reputed journalists and media houses
- Manage media relations and ensure publicity / visibility of CPPR in national and international media
- Manage / Promote the brand 'Team CPPR'
- Responsible for fundraising, sales and marketing of the products and expertise of Team CPPR
- Deliver on the external communication strategies for CPPR
- Assist and equip researchers to interact with the media
- Organise large-scale public events

Qualifications, Skills and Experience

- Postgraduate in Management / Corporate Communications / Marketing or Sales / Event Management with minimum three years of experience
- Preference to those with experience in advertising / PR agencies and related fields
- Experienced in organising large-scale public events
- Fluent in English (fluency in Malayalam will be an added advantage)
- Proficient in Word, Excel, Outlook and the Internet
- Interested in interacting with people and good networking skills
- Good organisational skills
- Proactive problem solver with demonstrated ability to work independently as well as in a team environment
- Organised and capable of multitasking with a high level of attention to detail
- Excellent follow-up skills is a must