Job Title	:	**Consultant – Contract Coordinator**
Organization	:	Participatory Research in Asia (PRIA)
Closing Date	:	07 November 2022

Established in 1982, PRIA (Participatory Research in Asia) is a global centre for participatory research and training based in New Delhi. PRIA's work is focused on the empowerment of the excluded through capacity building, knowledge building and policy advocacy. Over four decades PRIA has promoted 'participation as empowerment', capacity building of community organizations, and people's participation in governance. Initiatives are undertaken in the overall perspective of 'making democracy work for all' – in the political system; democratic culture in families, communities, and society; and participatory democracy with active citizenship. For more information about PRIA, please visit www.pria.org.

PRIA is looking for a consultant with relevant experience in project and contract management, proposal development, client and partner management as well as monitoring the quality and timely delivery of projects. The Consultant will also be responsible for seeking new opportunities for PRIA, engaging, maintaining relations and coordinating with partners and clients. The consultant should be adept at conceptualizing and creating long- and short-term strategies for programme expansion.

Required: Master's Degree in relevant discipline. The candidate must have minimum three years of demonstrable experience in consulting, project/client management and/or relationship management. Should have excellent writing and oral communication skills in English and Hindi and experience of proposal development is required.

PRIA is an equal opportunity employer and provides a conducive and safe environment for learning and working. The organization is committed to preventing sexual harassment at the workplace and the organization ensures that all employees, interns, volunteers and visitors are provides a safe and clean workplace in which to undertake their work/learning.

Other terms and conditions

- Initial appointment on a contract for 12 months, extendable for longer period on the basis of performance reviews.
- Salary: Negotiable based on qualification and experiences.
- Only shortlisted candidates will be called for interviews

The candidates having relevant professional qualification may apply and send their resume at hr@pria.org by 7th November 2022. Please indicate the expected monthly consultancy fees and the joining time required in the cover letter.