

JOB DESCRIPTION

Junior Consultant – Journal in TAI Delhi Office on contractual basis.

NUMBER OF VACANCIES: Junior Consultant-1

Essential Qualification	<ol style="list-style-type: none">i. Graduate degree in any subjectii. Proficient command of English and Hindi.iii. Proficiency in MS Office packages – Word, Excel , Powerpoint.iv. Excellent communication (oral and written) and presentation skills.
Desirable qualifications	<ol style="list-style-type: none">a. MBA in any disciplineb. Experience in healthcare sectorc. Organizational and planning abilities
Duties to be performed	<ul style="list-style-type: none">• Manage internal/ external communications (journal/ newsletters etc.) pertaining to Indian Journal of Tuberculosis, NATCON, Short term Research projects.• Assist in communication of messages from senior leadership.• Prepare presentations, write ups.• Maintain office records
Age	Junior Consultant: The candidate should be around 20 years of age as on 1.7.2024.
Experience (desirable)	Handling similar work in an organization of repute. Work in NGO, Government,PSUs will be preferred.
Remuneration	Junior Consultant: Consolidated Rs. 15,000/- (negotiable).