



Public Affairs Forum of India

Job Description: Public Policy Intern

About Public Affairs Forum of India (PAFI)

The [Public Affairs Forum of India \(PAFI\)](#) serves as the primary platform for corporate public affairs practitioners in the country. Our members lead public policy initiatives for approximately 110 major Indian and global companies. PAFI was started as an informal group in 2008 and was subsequently registered as a not-for-profit society.

PAFI's objectives include aligning businesses, society, and the Government on long-term priorities, fostering trust between industry and stakeholders, helping implement innovative regulations, and developing the necessary talent to navigate evolving trends.

As a cross-sector networking platform for public affairs professionals, PAFI provides opportunities for interaction and networking with policymakers, peers, and stakeholders. Its offerings include closed-door dialogues, interactive panel discussions, seminars, an Annual Lecture, and an Annual Forum. The theme and cluster-based groups within the PAFI membership help enhance engagement with external stakeholders.

About the Role

We are looking for an individual to join our team as a **Public Policy Intern** for 3-6 months, supporting the day-to-day activities of the Secretariat. The role involves working closely with the Executive Director and the Director to support running PAFI's sectoral and issue-based councils, assisting in organising events, internal and external communications, and other activities as necessary.

Responsibilities

- Assist in day-to-day PAFI initiatives, including sectoral and thematic councils, PAFI dialogues, and preparations for the Annual Forum and Annual Lecture.



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- Assist in policy research and analysis for PAFI to formulate evidence-backed positions on key policy interventions.
- Assist in planning and executing events, including workshops, webinars, and conferences, to further PAFI's outreach and advocacy efforts.
- Assist in other administrative responsibilities as required.

Qualifications and skills

- Degree from a reputed university in law/economics/public policy/political science/ related fields or experience in policy research/policy communications/journalism/ advocacy.
- 0-2 years of relevant professional experience; fresh graduates or those currently enrolled in a bachelor's/master's degree are encouraged to apply.
- Strong analytical skills, both quantitative and qualitative
- Ability to present information in a structured and insightful manner.
- Strong written and verbal communication skills
- Attention to detail and accuracy in work outputs.
- Ability to work in a dynamic environment with a strong desire to learn new skills.
- Ability to stick to deadlines and complete tasks within assigned turnaround times.

Note: This job description is a general outline of the required responsibilities and qualifications of the position. It may evolve, and other duties may be added or assigned depending on the necessities of the organisation.

Perks

- A stipend will be provided to the successful candidate. However, they must make their arrangements for stay and travel.
- An intellectually stimulating work environment with peers from top institutions.
- An opportunity to shape the way policymaking is undertaken in India and inform the thinking on rapidly evolving policy issues.
- Exposure to public policy leaders from well-known Indian and global brands.



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Location

National Capital Region. Some travel to other cities may be involved.

To apply

Please email your details along with your resume, one well-researched writing sample on a topical issue pertaining to public policy (not more than 1000 words) and two references to **careers@pafi.in**. **Mention the position name in the subject line of the email.**

Applications will be considered on a rolling basis.

Only shortlisted candidates will be contacted. Shortlisting will be followed by interviews and a written assignment.