



Public Affairs Forum of India

Job Description: Senior Associate for Programmes and Public Policy

About Public Affairs Forum of India (PAFI)

[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 seeking an individual to join our team as **Senior Associate for Programmes and Public Policy**. The role requires a strong understanding of policy development processes, advocacy strategies, and stakeholder engagement techniques. The successful candidate will be motivated, responsible, and able to work with minimal supervision, possessing the initiative and drive to take ownership of projects. The role involves working closely with the Executive Director and Director in running PAFI initiatives such as the sectoral and issue-based councils and flagship PAFI events such as the Annual Forum and PAFI Dialogues.

Responsibilities

- Assist in the day-to-day running of PAFI initiatives, including sectoral and thematic councils and PAFI dialogues.
- Work with the Executive Director and the Director on various aspects of the PAFI Annual Forum, Annual Lecture, and other flagship events.
- Assist in policy research and analysis for PAFI to formulate evidence-backed positions on crucial policy interventions.
- Assist in other administrative and event-related responsibilities as required.
- Assist in the organisation's marketing activities, content writing, and internal and external communications.



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Qualifications and skills

- Degree from a reputed university in law/economics/public policy/related fields.
- 3-4 years of experience in programme management, public policy, advocacy, policy research, or related areas, with a track record of successfully executing initiatives and achieving measurable results.
- Strong analytical skills, both quantitative and qualitative.
- Strong written and verbal communication skills, with the ability to write on policy issues and convey complex ideas in a clear and engaging manner.
- Excellent attention to detail and accuracy in work outputs.
- Demonstrated ability to work independently and collaboratively in a fast-paced environment.
- Ability to effectively manage multiple priorities and deadlines.
- Excellent interpersonal skills and the ability to build and maintain relationships with diverse stakeholders.

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

- Compensation commensurate with experience and in line with market standards.
- 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.

Location

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



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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 two rounds of interviews and a written assignment.