

**Organisation:** Gateway House: Indian Council on Global Relations

**Position:** Human Resources Consultant

**Location:** Mumbai

**Start date:** With immediate effect

Gateway House: Indian Council on Global Relations is a not-for-profit, non-partisan, independent, membership based, foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs.

Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme.

### **Responsibilities**

- Design, develop and review key responsibility areas for staff.
- Talent acquisition and on-boarding new hires.
- Initiate and conduct Human Resource Development activities.

### **Preferred Qualifications**

- HR professional with minimum 3 years' experience in academic, media or consulting fields
- Confident and positive approach
- Team player
- Interpersonal Skills
- Excellent Communication in English/ Hindi
- Analytical skills
- Strong Excel and Power point skills

Please submit a CV, a covering letter indicating your interest in Gateway House and motivations for working with us to [jobs@gatewayhouse.in](mailto:jobs@gatewayhouse.in)

**PLEASE INCLUDE THE NAME OF THE POSITION IN THE SUBJECT OF YOUR EMAIL.** Once we review these documents internally, we'll contact you for an interview in person or on a video call. This role is part time and based at the Mumbai office and can be hybrid.