



Job Description: Consultant - G20 EMPOWER *(Contract till 30th Nov 2023)*

About The Quantum Hub (TQH) Consulting

[The Quantum Hub \(TQH\)](#) was founded in 2017 with the express intent of supporting development organisations, businesses and policymakers with complex public policy problems in the dynamically evolving Indian ecosystem. We are based out of New Delhi and support clients along the entire cycle of policy formulation – from developing well-researched policy positions to building communications and advocacy strategies. We work across sectors such as tech policy, social policy and urban affairs. A detailed list of our engagements is available [here](#).

Role Description:

We are looking for two highly motivated and detail-oriented individuals to join on a contract basis till 30th Nov, 2023. Successful candidates will support our work for the G20 EMPOWER and will report to the G20 EMPOWER secretariat directly. The G20 Alliance for the Empowerment and Progression of Women's Economic Representation (EMPOWER) is one of the initiatives under India's G20 Presidency that brings together an alliance of leaders from the private sector and government to accelerate women's leadership and empowerment in the private sector across the G20 countries.

G20 EMPOWER 2023 under India's presidency is prioritizing the shift from women's development to women-led development. It aims to transform challenges into opportunities accelerating the shift towards women-led entrepreneurship and greater inclusion of women in the workforce.

As part of this role, you'll be responsible for:

- Developing and supporting the implementation of a political engagement strategy for influencing G20 Minister and Leader statements to advance key outcomes from Empower meetings.
- Serving as liaison with Empower Delegates to prepare substantive participation and coordination prior to the meeting and help convey key messages and priorities between delegates and the Empower Chair.
- Developing a progressive messaging strategy for the Empower leadership to use with the media/public and government/private audiences over the course of India's G20 leadership, including specific messaging on priority reports.
- Drafting remarks and talking points for the Empower Chair and other senior speakers for key Empower meetings.
- Producing drafts of communique and other public statements to distil the public-facing agenda of Empower, tied with key Empower events.
- Supporting key Empower events and engagements by attending, taking notes, and producing outcome reports of key events and meetings. This support will also involve developing and tracking follow-up actions from these engagements.



Qualifications required

- Degree from a reputed university in public policy/ political science/ related fields or experience in policy research/ policy communications/ journalism/ advocacy.
- Strong research, writing, and analytical skills.
- 2-4 years of experience in policy analysis and strategic communications.
- Knowledge of gender and women's economic empowerment issues will be a plus.
- Ability to work effectively in a fast-paced, deadline-driven environment with a strong desire to learn new skills.
- Ability to work well as part of a team and also independently.
- Fluency in English is required; fluency in other Indian languages is a plus.

Perks

- Compensation commensurate with experience and in line with market expectations.
- An opportunity to learn from leaders in politics, civil society, businesses and delegates from other countries.

Location

The reporting for this project will be directly with the G20 EMPOWER secretariat in Delhi. The role will involve travel as per the requirements of the secretariat.

To apply

Please submit your resume, a portfolio of your work (any written pieces from your past work) and two references [through the form here](#). You are encouraged to apply as soon as possible.

Please note that only shortlisted candidates will be contacted.