

JOB DESCRIPTION

Division	Public Affairs & Commercial Diplomacy (PACD)
Job Title	Associate Manager
Reporting Line	Senior Partner, Public Affairs & Commercial Diplomacy
Location	Hybrid

PRACTICE AREA PROFILE

Our PACD practice is focused on driving growth and impact for governments, businesses, and international businesses. We provide advisory services across key domains, including Government Affairs, Public Policies, International Market Expansion, and Investment. Our practice serves as the economic and policy arm of Gratiya Advisory (GA), actively collaborating with governmental and private sector partners in the Global South. We also extend our expertise to help clients from the Global North in navigating the intricate landscapes of Global South markets.

GENERAL JOB DESCRIPTION

As Associate Manager, you will play an active role in all aspects of client engagement. You will collaborate within teams and directly with clients, with an opportunity to actively contribute to strategic initiatives that promote collaboration between the public sector and private enterprises. Your key responsibilities include working closely with Senior Partners to support client engagement, conduct research and analysis, manage and deliver assignments, and develop case studies, insights documents, and white papers to showcase GA's expertise across a wide range of disciplines. You will likely intersect with many elements of our firm's work including communications, governance, digital and event capabilities.

ROLES & RESPONSIBILITIES

- **Information Gathering and Analysis:** You will be responsible for gathering and analyzing information critical to client projects. This includes formulating, testing hypotheses, and developing well-structured recommendations based on data-driven insights.
- **In-Depth Research:** Conduct thorough research, including benchmarking, trend analysis, competitive analysis, and best practice identification. This in-depth analysis will serve as the foundation for informing client assignments and strategic decision-making.
- **Client Engagement Support:** Actively engage with clients, contributing to meetings, and help ensure client needs and expectations are met. Your support in client engagement will involve proactive communication, follow-up on action items, and serving as liaison between the client and our teams. Your support is essential for building lasting client relationships and assignment success.
- **Business Development Support:** Actively contribute to business development efforts by analyzing opportunities and aiding in the development of client pitches. Your insights and expertise will be instrumental in securing new projects and partnerships.

- **Case Studies and White Papers:** Stay current on industry trends and emerging issues, proactively sharing your insights with colleagues. Leverage your sector expertise to create compelling case studies and white papers on policy, governance, and other relevant subjects to share Gratiya Advisory's thought leadership and expertise to a global audience.

EXPERIENCE & QUALIFICATION

- 1-3 years industry experience or consulting experience (preferred, but not required).
- Undergraduate degree or master's degree.
- Ability to communicate effectively, both verbally and in writing, in English.
- Strong problem-solving capabilities and the capacity to thrive in high-pressure settings.
- Sharp analytical mind, curious and resourceful.
- Capable of driving independent workstreams in the context of a broader team assignment.
- Highly self-driven, well-structured yet flexible, comfortable with ambiguous, ever-changing situations.
- Eager to acquire new skills and expand expertise.
- Exceptional drive and commitment, striving for excellence and delivering with integrity and grace.

Reviewed By	Deepa Varghese, Senior Partner Finance & Operations
Approved By	Su Ramanathan, Senior Partner PACD
Date Posted	30 October 2023
Date Hired	5 December 2023