

# We are Hiring!



**Position:** Associate Consultant  
**Reports to:** Managing Director  
**Location:** Hong Kong

**Posted:** Nov 2022

*Are you a self-starter interested in building a regional career?*

*Interested in shaping the mindsets and behaviours of public, private, and civil sector leaders?*

*Seeking to work at the intersection of business, sustainability, and public policy with a dynamic company at the forefront of executive education?*

*Want to promote more sustainable and inclusive approaches to business model generation, strategy, and policymaking in Hong Kong and across Asia?*

**The Global Institute For Tomorrow (GIFT)** is an independent pan-Asian think tank with offices in Hong Kong and Kuala Lumpur. Through our non-traditional approach to executive education and advisory services, we advance a deeper understanding of the shift of influence from the West to Asia, the dynamic relationship between business, society and the state, and the reshaping of the rules of global capitalism. Our proprietary curriculum and proven learning methodology have been developed over 15 years, working with 2,000+ alumni in 80 countries, to cultivate the leadership mindsets and behaviours required to redesign society in the 21st century. [www.global-inst.com](http://www.global-inst.com)

## Job Description

As an Associate Consultant you will be responsible for the successful planning, design, execution and continuous improvement of GIFT's consulting and advisory projects. Advisory projects may comprise leadership development and organisational development advisory, sustainability advisory, strategy and stakeholder engagement, and policy development and recommendations.

Associate Consultant role includes:

- Project management support including overseeing project outcomes and deliverables, client and stakeholder interface, budgeting and cost management to ensure strong financial performance of projects
- Involvement in other GIFT related work including supporting the planning and production of open enrolment and customised programmes, facilitating and contributing to the business planning process
- Research and writing to produce high quality concept papers, client proposals, reports and programme collaterals, and to develop socially impactful business or policy projects in collaboration with clients, project partners and other stakeholders
- Support in managing client relationships and planning and delivery of GIFT workshops or related business as needed
- Raising the profile of GIFT through supporting marketing, presentations at conferences, seminars and writing of articles
- Coordination, communication, and relationship management with internal and external stakeholders

Honest Inquiry · Asia's Worldview · Ideas to Action

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## Skills and Qualifications

- At least 3 years' work experience, preferably with a focus on policy development, strategy advice and sustainability
- Experience in project management, consulting, report writing, client relations and business communications
- MBA or master's degree in a technical field is an advantage
- Fluency in English, Cantonese &/or Mandarin (fluency in other Asian languages is a plus)
- **Project management skills** to ensure project planning processes run smoothly; includes the ability to work independently, handle multiple projects simultaneously, manage budgets, prioritise, document and ensure agreed project outcomes are delivered
- **Interpersonal skills**, including self-confidence, relationship management, effective and clear communication, active listening, the ability to collaborate well as part of a team, and to manage expectations of key internal and external stakeholders
- **Research and writing** to produce high quality proposals, presentations and reports, including client analysis and recommendations, and to refine project outputs including business plans, feasibility studies, policy proposals, etc.
- **Conceptual thinking**, analytical skills, and ability to develop new ideas
- **Problem-solving** to gather information, weigh the associated pros and cons and then formulate the best solution for participants, clients, project partners and GIFT
- **Time management** to create project timelines, maintain deadlines and meet key milestones throughout the project lifecycle
- **Technologically savvy** hands-on experience with all Microsoft 365 applications; familiarity with online education and collaborative tools such LMS, Slack, and video conferencing platforms is a plus

## Benefits of the Role

- A fulfilling and challenging position within a dynamic, purpose-driven company that asks you to think, discover, learn, and grow, with truly regional focus and exposure
- Constructive, stimulating, and fun work environment that emphasises new ideas and personal initiative
- Chance to work on purpose-driven projects for government and business with far-reaching social impact
- Opportunity to travel for programme and client work to enhance professional exposure and broaden worldview
- Contribute to the organisational transformation of client companies and government agencies
- Competitive remuneration and employment benefits; ample room for career growth in a regional role and with a global mindset

To apply, please send your CV and a covering letter to [olai@global-inst.com](mailto:olai@global-inst.com)

All information provided will be used for recruitment purposes only