



MILESTONE INSTITUTE

‘We have the vision of Hungary transformed into a country known for contributing pioneering solutions to the principal challenges of the 21st century.’

Context

Our mission is to act as catalyst of societal progress through a twofold approach; a center for exemplary research, social action and entrepreneurial initiatives and an internationally recognised programme of education designed to nurture a community of future leaders within Hungary.

The Milestone Institute as a centre of advanced education for gifted and talented secondary school students has over 325 students, 104 faculty members and 568 alumni at many of the world’s leading universities, the Institute is dedicated to nurturing a community of changemakers ready and able to face the challenges of the 21st century. With over 125 teaching modules on offer a year and a comprehensive and personalised mentoring scheme, the Institute aims to inspire and nurture in its students a quest for academic excellence, a pursuit of scholarly curiosity and a passion for leadership. In these ways, students are encouraged to recognise themselves as agents of change and to be ambitious for their futures.

Milestone Solutions Lab creates solutions for its partners notably in the fields of strategic consulting, organisational development and problems connected to the recruitment and work habits of generation Y. The professional foundation for our top-of-the-line services is provided by the international network of the Milestone Institute. This allows the Solutions Lab to invite experts, and assign them temporarily to specific projects, which they have relevant and exceptional expertise in.

Solutions Lab Senior Associate Consultant

As a Senior Associate Consultant at Milestone Solutions Lab (the boutique consultancy division within Milestone Institute), you will provide your professional expertise to clients and support to senior consultants via project management. You will work with senior consultants or the Director either alone or in a team of associates, business analysts and trainees as well as external contractors.

The flow of our usual engagements (which you will be welcomed to join at its various stages) is the following: After establishing a thorough diagnosis, and carryout out vast data analysis, we provide solutions to the problems of our clients, facing strategic and organisational challenges. After the delivery of our strategic recommendations (in domains of change management,

performance improvements, process optimisation, organisational culture development, employee engagement, retention and recruitment, cooperation of different generations, etc.) we help our clients with skill building and proper implementation to ensure long lasting results.

Key tasks and responsibilities

To lead and direct:

- Consultation projects, stand-alone, or as part of a bigger organisational development (OD) assignment, including agenda design, execution (interviews, analyses etc.) and reporting;
- Complex OD projects as Engagement Manager including agenda design, execution and reporting.

To manage, monitor and review:

- The work of business analysts and trainees;
- The professional development of trainees;
- OD consultancy matters under the overall direction of the Director, or relevant Engagement Manager.

To support:

- The Solutions Lab Operations by providing project reports, timesheets and other relevant documents or information accurately and in a timely manner;
- The sales team with presenting our solutions and recommendations to clients and other stakeholders;
- Senior consultants in client meetings, agenda design, execution and reporting;
- The Director with reports including client-face consultant work, individual agendas and end-reports

Application process:

Detailed job description will be agreed on after the interview.

Application is by letter and Curriculum Vitae via the application link [HERE](#).

1. CV in English (containing contact details of 2 referees)
2. Letter of Motivation in English (between 750-1000 words)

Please also upload your scanned copy of degree (or transcript).

The closing date for receiving applications is 18th of January, 2019, noon.

The interviews will be held on 22nd of January, 2019, afternoon.

Requirements:

- Minimum 3 years work experience in consulting;
- Excellent analytic and people skills;
- Commitment and work ethic;
- Excellent verbal and written communication in English and Hungarian.

Timeline of application:

- **Friday, 18th January, 2019:** Deadline for applications to be received. Copies of applications made and distributed to interviewing panel.
- **Tuesday, 22nd January, 2019:** Interview Day with opportunity to meet colleagues over morning coffee and have formal interviews.
- **ASAP:** Planned start date of successful candidate.

Conditions of Service:

- This is a full-time post of 40 hours per week.
- Salary will be commensurate with age and experience.
- The post holder should have the right to work in Hungary and might be subject to a local police check.