



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 a catalyst of societal progress through a twofold approach; a centre 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’s flagship 4-year education programme educates over 380 gifted and talented high school students, employs a faculty of over 100 people and has an alumni community of over 1000, many of whom continue their studies at one of the world-leading universities. The Institute is dedicated to nurturing a community of changemakers ready and able to face the challenges of the 21st century and aims to inspire and nurture in its students a quest for academic excellence, a pursuit of scholarly curiosity and a passion for leadership.

In seeking to realise the widely varying talents and ambitions of its community of students, the Institute aims to recruit talented staff members who share the goal of striving for excellence in education, experimentation in teaching methods and inspiration in a student-led social network that combine to offer a unique educational experience for students and an academically and socially challenging and satisfying environment for its staff.

Solutions Lab

The Milestone Solutions Lab is a corporate think tank combining academic excellence and state of the art research techniques to deliver innovative solutions for our clients. Capitalising on Milestone Institute’s multidisciplinary expert network, we approach client needs with fact-based diagnosis, convert findings into crucial insight, design tailor-made solutions and support implementation. Constant monitoring and fine-tuning guarantee the success of our process. We are experts in the fields of corporate strategy and leadership, organisational development, education and how Generation Y is changing the workplace. Solutions Lab has served over 50 clients in over 70 projects since its inception in 2017.

Consultant

The Milestone Solutions Lab seeks to appoint a highly committed and talented professional as a Consultant. The focus of this position will be leading high-quality consultancy projects, providing professional expertise to clients and supporting the delivery of the Solutions Lab project portfolio via project management. The Consultant will also be responsible for liaising with clients and finding new upsell or cross-sell opportunities by identifying new concepts for products and services.

The ideal candidate should have a strong background in management/business consultancy, a passion for cutting edge data-based consultancy solutions and providing top quality services to clients coupled with strong project management aptitude.

Description of the Position:

Position in the organisation

The Consultant will work under the Head of Solutions Lab and the Senior Project Manager.

Core Responsibilities and Objectives

To manage, monitor and review:

- The delivery of assigned consultancy and project management activities along the entire project lifecycle.
- Definition and planning of project scope, timeline, budget, and resources with information on the requirements of assigned project activities.
- Interaction with the client leads on a day-to-day basis to ensure that expectations are aligned.
- The continuous development of Solutions Lab's consultancy services by monitoring and adopting new trends and good practices.

To support:

- The sales and client acquisition process with market research, marketing insights, competitor analysis, suggestions for sales strategy.
- Solutions Lab sales by creating and identifying upsell / cross-sell opportunities.
- The development and maintenance of high-level client relationships.
- The Senior Project Manager in planning and managing the scope, timeline, budget, and resources of the entire project portfolio of Solutions Lab.

To promote and maintain:

- The sales and client acquisition process by developing pre-sales materials, sales pitches, and presentations.

Required Skills and Experience

- An appropriate university degree

- Min. 6 years of management / business consulting experience with at least 2+ years of project and change management experience
- Strong project management skills
- Experience with leading project teams of 3-5 people in a consultancy setting
- Excellent stakeholder engagement skills and a strong ability to facilitate consensus and drive decisions with senior stakeholders
- A solid understanding of business problems and needs and an ability to turn them into solutions
- Excellent oral and written communication abilities in both English and Hungarian, including presentation skills concerning business narratives and storytelling
- Strong organizational and multitasking skills
- Proficiency in MS Office, project management and CRM software

Optional Skills and Experience

- Consultancy experience in the Higher Education sector.
- Certification in Project Management, Change Management, Design Thinking, Facilitation.
- Work experience in a think tank or an organisation with a research focus.

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 will be subject to a local police check.
- Proficiency in both **English and Hungarian** is required.

Application Process:

Application is by **CV, Cover Letter (including an indication of salary expectations)**, to be submitted via the [application link](#).

The closing date for receiving applications is the **26th of November 2021, 23:58 CET**.

Timeline of the Application Process:

- **29th of October 2021:** Publishing the job advertisement for the position.
- **10th December 2021, 23:58 CET:** Deadline for applications to be received.
- **Mid-November - mid-December 2021:** Interview period.
- **TBD:** Planned start date of the successful candidate.

Child Safe Recruitment:

The Institute is committed to child safe recruitment, selection and screening practices and has a child-safe recruitment policy in place. Thus we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note that the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children.

The successful applicant will be required to submit the following documents upon contracting:

- Self-declaration related to disciplinary offences relating to children.
- Local police check.
- Child Protection Training.

Additional information:

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, colour, national origin, age, sex, sexual orientation, disability status.