

Designation: Program Associate

Location: New Delhi

Last date for forwarding applications: 15th Aug, '15

About ADR: Association for Democratic Reforms (ADR) was founded in 1999 by a group of professors from IIM-Ahmedabad. The organisation is part of a nationwide campaign called National Election Watch (NEW) which comprises of more than 1200 NGOs and other citizen led organizations working on electoral reforms, improving democracy and governance in India. ADR has two main programs, namely Election Watch and Political Party Watch. It also runs a helpline for people to get information regarding their elected representatives and election candidates.

Desired Candidate Profile:

- One year work experience in a related field
- Strong interest in electoral and political issues
- Good analytical, research and writing skills
- Ability to interpret and analyse huge volumes of data and prepare reports
- Good communication and interpersonal skills
- Willingness to travel is an added advantage

Main job responsibilities:

- Prepare reports including but not limited to:
 - Analysis of electoral data for preparation of reports and work papers
 - Monitoring various activities of political parties w.r.t internal democracy, transparency and accountability
 - Use of RTI tool to collect data on political and electoral issues and follow it up with reports
- Media Watch:
 - Proactively engage with the media to ensure maximum dissemination of research reports
 - Organise and co-ordinate press releases and press-conferences

Qualification: Postgraduate or a Graduate Professional with 1-3 years of experience

Contact: Please mail your updated CV to hiring@adrindia.org with 'Program Associate' in the subject line.