JOB OPENING

DESIGNATION: PROGRAM ASSOCIATE

LOCATION: NEW DELHI

LAST DATE FOR APPLYING: 30th September, 2016

RESPONSIBILITIES:

- **Research & Documentation**
  - Researching and analyzing electoral and political data.
  - Producing reports and studies based on the above data analysis.
  - Using the RTI tool to collect relevant data on electoral and political issues.
  - Ability to interpret and analyze huge volumes of data received, prepare reports and press releases.
  - Monitor various activities of political parties with respect to internal democracy, accountability etc.
  - Explore newer avenues for political research

- **Miscellaneous**
  - Fulfilling any other work related responsibilities specified by Head/Reporting Authority

DESIRED QUALIFICATION:
- Fresh Postgraduate preferably in the Social Sciences with 0-1 years of experience
- Good academic record

ADDITIONAL COMPETENCIES:

1. Strong interest in electoral and political issues
2. Excellent analytical and research skills
3. Strong Written and Verbal skills with fluency in both English & Hindi.
4. Multi-tasker with an ability to fill into different roles as per organizational needs
5. Advanced knowledge of MS Office including Excel, Word, Power Point
6. Self-starter with an ability to work without intensive supervision
7. Ability and willingness to travel a bit

HOW TO APPLY?
Please mail your CV to hiring@adrindia.org with 'Program Associate' in the subject line.

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