

# **JOB VACANCY**

## **Association for Democratic Reforms (ADR)**

- 1. Designation: Program Executive – Election Watch**
- 2. Location : Mumbai**
- 3. Last date for applying : 10<sup>th</sup> August 2016**
- 4. Who are we?**

Association for Democratic Reforms (ADR) is a civil society organization working towards improving governance and strengthening democracy in India by bringing accountability and transparency in the functioning of elected representatives and political parties in India.

A group of ADR of professors from the Indian Institute of Management, Ahmedabad established ADR in 1999. They filed a Public Interest Litigation (PIL) in 1999 with Delhi High Court requesting the disclosure of the criminal, financial and educational background of the candidates contesting elections. Based on this, the Supreme Court in 2002, and subsequently in 2003, made it mandatory for all candidates contesting elections to disclose criminal, financial and educational background prior to the polls by filing an affidavit with the Election Commission of India. Details of our work are available on [www.adrindia.org](http://www.adrindia.org) and [www.myneta.info](http://www.myneta.info).

### **5. Who are we looking for?**

ADR is currently preparing for forthcoming local body elections to be held in Maharashtra and is looking to hire a '**Program Executive – Election Watch**'. We are looking for a **male candidate** having zeal to learn and possessing following qualification & skills:-

**Education Qualification:** Graduate (Any stream)

**Work Experience:** Fresher

#### **Required skills:**

- Strong interest in electoral and political issues
- Good communication and interpersonal skills
- **Good working knowledge of Marathi, English & Hindi is a must**
- Good IT skills having knowledge of MS office and Web
- Good typing skills in English & Marathi
- Willingness to do outdoor work, whenever required
- Good tele calling skills
- Ability and willingness to travel alone, to remote areas of the state, whenever required

### **6. Job Description / Job Responsibilities :**

1. Helping Senior Program Associate in Conduct and coordination of Election Watches of different upcoming elections in Maharashtra which involves collecting soft copies of the contesting candidate's affidavits, analyzing it and then disseminating it.
2. To do English/Marathi typing and to do online/offline research (including tracking media coverage of our press releases)
3. To do field work / outdoor work, Coordinate and contribute to outreach activities
4. To do tele calling whenever required & solicit the required information from the stake holders
5. Assist supervisor doing liaisoning & interaction with bureaucrats, like officers of SEC/CEO for various electoral and political activities
6. Participate & assist supervisor in public dissemination of the data using media and other tools available
7. To assist in checking Marathi translation of English reports done by an outside agency
8. Help supervisor in organizing conference, workshop, press conference, etc. and Participate in various events, programs, seminars, workshops organized by other CSOs/partner organizations
9. A little bit of travelling for coordinating various events, whenever required
10. To do any other work, assigned from time to time

**7. CTC : Rs. 1,80,000/= per annum (gross)**

**8. Hiring Contact:** Mr. Deepak Negi, [deepak@adrindia.org](mailto:deepak@adrindia.org), +91-98924 03186