

## **JOB VACANCY**

**DESIGNATION:** Program Associate

**LOCATION:** New Delhi

**LAST DATE FOR APPLYING:** 15<sup>th</sup> September, 2021

### **Job Summary**

We are seeking a detail and research-oriented, thorough professional to join our team. In this position, you will play a key role in analysing the finances of political parties, conduct research, prepare reports for Political Party Watch team as well as maintain donor relations and undertake planning & budgeting.

### **Desired candidate profile**

- Postgraduate/ Graduate preferably in any one of the Social Sciences with 1-3 years of experience
- 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
- Ability to work well under pressure and manage time effectively
- Ability to take initiative to develop new strategies and outside-the-box ideas for reports
- Excellent media relations skills
- Ability to work independently or in a team
- Advanced knowledge of MS Office including Word, Power Point
- Willingness to travel is an added advantage

### **Duties and Responsibilities**

1. Research reports
  - a. Analyse finances of political parties for preparation of reports and work papers
  - b. Monitoring various activities of political parties with respect to internal democracy, transparency and accountability
  - c. Use of RTI tool to collect data on political and electoral issues and follow it up with reports
2. Press releases
  - a. Create press notes/ releases based on topical issues
  - b. Compile information for various legal petitions of ADR

3. Planning and Budgeting

- a. Monitor organizational expenditure in accordance with the plans/budgets and in consultation with the Accounts and Admin Department on a quarterly basis
- b. Hands-on experience with the preparation of cash flow statements and Budgeting
- c. Knowledge of Advanced MS Excel is mandatory

4. Donor Relations

- a. Exploring and identifying newer prospects for funding
- b. Preparing and presenting compelling funding proposals to prospective donors and developing and implementing cultivation strategies to turn potential donors into ADR supporters
- c. Ensure regular submission of reports, work plans and other documents as per requirements to institutional and individual donors
- d. Prepare project proposals and budgets for new donors whenever required
- e. Drafting reports as per the requirement of the donors

5. Other inter-departmental responsibilities

- a. Assist the Election Watch team with reports on contesting candidates and winners of various elections
- b. Assist the Communications team with designing social media posts on reports of ADR
- c. Compile news clippings where ADR data has been quoted

6. Miscellaneous

- a. Exploring avenues for potential awards for the organization
- b. Ensuring timely submission of Award applications complete with necessary documentation at all stages of the application process
- c. Support other organizational efforts in collaboration with different teams especially during various organizational events which are implemented jointly by all teams

Preference will be given to candidates from Delhi NCR with **experience in the social sector** and are keen to make a career in the social sector.

**Note:** Selected applicant will be hired for **one year on a contractual basis** on a fixed salary. However, after completion of 6 months' probation period, if found suitable, candidate may be absorbed as a regular employee.

**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.

Please email your Curriculum Vitae at [hiring@adrindia.org](mailto:hiring@adrindia.org) with 'Program Associate' in the subject line. Kindly note only shortlisted applicants will be contacted.

ADR is an equal opportunity and diversity sensitive employer; women are especially encouraged to apply.

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