

**Job Title:** Software Analyst & Graphic Designer, Full Time

**Organization's Name:** Association for Democratic Reforms (ADR)

**Apply By:** 31<sup>st</sup> January, 2022

**Location:** New Delhi

**Background of the Organization:** Association for Democratic Reforms (ADR) is a Non-Governmental Organization (NGO) which aims to improve governance and strengthen democracy in India by continuous work in the area of Electoral and Political Reforms. The organization works in collaboration with practitioners in the social sector, NGOs from various developmental sectors, educational institutes, government institutes, journalists and academicians.

### Job Summary

We are currently seeking a committed and passionate Program Associate with a specialization in Website maintenance, Graphic Designing, Video Editing and Digital Media. Should be a fast learner with a passion to create quality software, preferably with 1 to 3 years of prior work experience in IT or related field. The person should have some experience of creating Infographics and visual contents for Social Media, Website and other digital platforms. The suitable candidate must have excellent written and oral communications skills. Candidate should feel comfortable working within tight deadlines and communicating with various Program Managers and the Outreach team to support all design requirements. This is a unique opportunity to work on software & designing projects which are changing the face of India's democratic and political system.

### Duties and Responsibilities

- Hands-on experience in HTML
- Familiar with Unit Testing, Version control and Release management
- Knowledge of Web Application Development using PHP is an added advantage.
- Ability to process complex information and create Communication visual and interactive media explaining the same
- Conceptualizing, designing and creation of ADR's Communications materials both in print and digital forms
- Extensive experience with Illustrator, Photoshop, Coral Draw and Indesign, specifically with mockups, web design and multimedia presentation
- Knowledge of Timeline based software (After Effects, Adobe Animate)
- Fluent in document creation and presentation software such as Canva and Microsoft Office
- Working knowledge of CSS3, HTML5 and JavaScript will be an added advantage
- An understanding and desire to work proactively in the social sector
- Extensive knowledge of social media platforms
- Uploading contents on website
- Creating and editing small videos on ADR's reports and data
- Documentation and Archiving of reports
- Willingness to travel when required
- Assisting in other IT & communication-related activities

### Eligibility Criteria

A graduate with Bachelor's degree (or equivalent degree) in Computer Science/Information Technology (B Tech. /MCA), Diploma/Technical Training in Website Maintenance, Graphic Designing, Video Editing or relevant field, and **freshers/professionals 0-2yrs of work experience** in the relevant field are eligible.

ADR offers challenging opportunities in a unique, high-energy, and vibrant work environment. Salary will be commensurate with experience and on par with the Indian Development Sector. Please send a copy of your CV with a cover letter explaining why you are interested in this role to [hiring@adrindia.org](mailto:hiring@adrindia.org) with 'Re: Application for Software Analyst & Graphic Designer' as a subject line.