

Opening: Program Associate

Applications accepted till: 15th Jan, 2019

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, assist in creating informative content, press releases and documents as well as writing papers/ research articles on information gathered via RTI applications.

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. 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

Desired candidate profile

- Postgraduate/ Graduate 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
- Willingness to travel is an added advantage

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

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.

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