

Job Title: Software Analyst, Full Time

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

Apply By: 30th June, 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. ADR has its own IT division which has been instrumental in creation of ground-breaking softwares. ADR won a NASSCOM Social Innovation Honour for Election Watch Software in 2011 and the mBillionth Award South Asia 2012 for the category of Mobile Innovations for Good Governance.

Job Summary

We are currently seeking a committed and passionate Software Analyst with a understanding of Web Development & Website maintenance. Should be a fast learner with a passion to create quality software, preferably with 0 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. Candidate should be a team player who can work alone as well. 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
- Website Maintenance & Database administration.
- Familiar with Unit Testing, Version control and Release management
- Knowledge of Web Application Development using PHP & other PHP platforms like Drupal is an added advantage.
- Ability to process complex information and create visual and interactive media explaining the same
- Knowledge of some graphics software (Illustrator/Photoshop/Coral Draw/After Effects/Canva)
- 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./BE/ BCA /MCA), 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 with 'Re: Application for Software Analyst' as a subject line.

****On site location is New Delhi, whereas remote work can also be considered.**