

Job Title: Software Analyst & Graphic Designer

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

Application Deadline: 24th September 2025

Location: New Delhi (Hybrid)

Background of the Organization: The [Association for Democratic Reforms \(ADR\)](#) is a non-partisan NGO working on electoral and political reforms since 1999 to improve governance and democracy. ADR is the first and only NGO to have paved the way for informed voting by empowering Indian voters with information on the contesting candidates and political parties. ADR concentrates its efforts in the following areas:

- Advocating against corruption and criminalisation in politics
- Empowerment of the electorate through greater dissemination of information relating to the candidates and parties, for a better and informed choice
- Need for greater accountability of Political Parties
- Need for inner-party democracy and transparency in party-functioning

Job Summary

We are looking for a committed and passionate “Software Analyst & Graphic Designer” with expertise in website maintenance, graphic design, video editing, and digital media, preferably with 1–3 years of experience in IT or a related field, who possesses strong skills in infographic creation and visual content development for websites, social media, and other digital platforms. Proficiency in design tools, a keen eye for aesthetics, and excellent written and verbal communication skills are essential. The ideal candidate should be a quick learner, capable of managing tight deadlines, and able to collaborate effectively with Program Managers and the Outreach team. This is a unique opportunity to contribute to impactful software and design projects that are shaping India’s democratic and political landscape.

Responsibilities & Requirements:

- Working knowledge of CSS3, HTML5 and JavaScript
- API creation for data dissemination and address API-related queries raised by collaborators, especially media houses
- Knowledge of Web Application Development using PHP is an added advantage
- Uploading and managing content on the website using Content Management System (CMS), especially Drupal and WordPress
- Maintain the user interface of websites and mobile application
- Manage live streaming software such as StreamYard
- Editing audio for podcast audios using software such as Audacity
- Uploading, editing, and posting blogs on WordPress
- Conceptualizing, designing, and creating Information, Education, and Communication (IEC) materials both in print and digital formats

- Create visual content and presentation using software such as Canva, Photoshop, and Microsoft Office (if not experienced in this, then the candidate should be willing to learn the same in about two months of joining)
- Understand social media platforms and trends
- Documentation and archiving of reports
- Willingness to travel when required
- Ability to assist in large-scale events
- Assisting in other IT & communication-related activities
- Understanding and desire to work proactively in the social sector

Eligibility Criteria

A graduate with a 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 with 1-3 years 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 & Graphic Designer**' as a subject line.

Please note that only shortlisted candidates will be contacted.