



NATIONAL LAW UNIVERSITY, DELHI

CENTRE FOR INNOVATION, IP AND COMPETITION (CIIPC)

CALL FOR APPLICATIONS

Position: The National Law University, Delhi ('University') is seeking to engage, on a contractual basis, a full time OFFICE MANAGER for the CENTRE FOR INNOVATION, IP AND COMPETITION (CIIPC), at its campus in Sector-14, Dwarka, New Delhi.

About the Centre: CIIPC was established in the year 2016 with the objective of contributing to academic and policy oriented dialogues in the areas of innovation, IP and competition. The Centre is currently having two major research projects and many events are scheduled for the year 2016 and a long-term project on open access text books in the area of intellectual property and competition law. More details about the activities of the centre are available at: <http://ciipc.org/>

Responsibilities of the Office Manager:

- Handling the administrative works of the Centre
- Develop and implement systems of office management and administration
- Assist the centre in screening applications for hiring/ events
- Assist in writing grant proposals and research funding opportunities and coordination
- Liaise with University officials on payments, procurement and sundry items
- Supervise and maintain accounts/ financial reports of the centre and also coordinate reimbursements to members of the Centre
- Work with and train other administrative personnel in using office systems
- Preparing of brochures, pamphlets, reports etc...
- Coordinate and facilitate the official travel of members of the Centre
- Schedule and manage meetings of the Centre and keeping of minutes
- Facilitate as event manager in conducting events of the Centre
- Handling external communications on behalf of the centre
- Any other work which may arise from time to time

Qualifications:

- Graduate or Post Graduate Qualifications in Management/Commerce/Human Resources
- 1- 5 years of relevant work experience
- Proficiency in written and spoken English. Familiarity with conversational Hindi is preferable.
- Familiarity with software like Microsoft Word and Excel as well as apps like Dropbox, Google Calendar, Google Docs etc.
- Ability to work in a team and handle human resource requirements of a small office



Compensation: Salary will be commensurate with qualifications and experience and will be in the range of Rs.25,000 – Rs.40,000.

Application Process: Interested persons may send resume and a cover letter to the Registrar (registrarnlud@nludelhi.ac.in) with a copy marked to ciipc@nludelhi.ac.in The subject of the e-mail should be “CIIPC- Application for Office Manager”. The cover letter must state (Attn: Co-Directors, CIIPC)

The University reserves the right to conduct interviews to fill this position. The University will be unable to cover the costs for attending the interview. But the University is open about exploring the possibilities of a telephonic/video interview.

Deadline: Applications must reach us no later than 20th October 2016. NOTE: National Law University, Delhi is an equal opportunity workplace.