



NATIONAL LAW UNIVERSITY, DELHI

CENTRE ON THE DEATH PENALTY

CALL FOR APPLICATIONS

Position: The National Law University, Delhi ('University') is seeking to engage, on a contractual basis, a full time **Office Administrator** for the Centre on the Death Penalty at its campus in Dwarka, New Delhi.

About the Centre: The Centre was set up in August 2014 and works in areas of Litigation, Advocacy and Research relating to the death penalty. The Centre was formed following the Death Penalty Research Project ('the Project') being carried out by the University since July 2013 in collaboration with the National Legal Services Authority. As part of the Project, all prisoners sentenced to death in India were interviewed, along with their families and lawyers.

Currently, the Centre has four (4) full-time Research Associates in addition to the Director of the Centre.

Responsibilities:

- A. Take charge of the overall administration of the Centre
- B. Develop and implement systems of office management and administration
- C. Assist the Centre in screening applications for hiring
- D. Induct new hires and familiarise them with office systems
- E. Monitor targets set out in funding proposals and actual results achieved
- F. Assist in writing grant proposals and research funding opportunities
- G. Liaise with University officials
- H. Correspond with funding agencies, government and prison officials
- I. Supervise maintaining accounts and financial reports of the Centre and also coordinate reimbursements to members of the Centre
- J. Work with and train other administrative personnel in using office systems
- K. Coordinate and facilitate official travel of members of the Centre
- L. Schedule and manage meetings of the Centre
- M. Any other work which may arise from time to time

Qualifications:

- Graduate or Post Graduate Qualifications in Management/Commerce/Human Resources
- Atleast 3-5 years of relevant work experience
- Proficiency in written and spoken English is compulsory
- Familiarity with conversational Hindi is preferable. Ability to read/ write/ speak any other Indian regional language will be an advantage



- Familiarity with software like Microsoft Word, Excel, Dropbox, Google Calendar, 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.35,000.

Application Process: Interested persons may send their resumé and cover letter to:

Email:

Please send your resume and a cover letter to the Registrar (registrarnlud@nludelhi.ac.in) with a copy marked to deathpenalty@nludelhi.ac.in. The subject of the e-mail should be **“Centre on the Death Penalty- Application for Office Administrator”**. The cover letter must state (Attn: Director, Centre on the Death Penalty.)

OR

Post/Courier:

The postal address is “Registrar, National Law University, Delhi, Sector 14, Dwarka, New Delhi-110 078”. The envelope must have super scribed on it, **“Centre on the Death Penalty- Application for Office Administrator”** and addressed to the Registrar, National Law University, Delhi. The cover letter must state (Attn: Director, Centre on the Death Penalty.)

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 possibility of a telephonic/video interview can be explored.

Deadline: Applications must reach us no later than 12th December 2015.

Note:

1. The Centre works on behalf of all prisoners sentenced to death, regardless of the offence alleged to have been committed by them.
2. National Law University, Delhi is an equal opportunity workplace.