



PROJECT 39A
EQUAL JUSTICE
EQUAL OPPORTUNITY



**Fair Trial
Fellowship**

NATIONAL LAW UNIVERSITY DELHI
PROJECT 39-A
(FAIR TRIAL FELLOWSHIP PROGRAMME)

Date- May 03, 2019

CALL FOR APPLICATIONS: ADMINISTRATIVE ASSISTANT

Position: The National Law University, Delhi ('University') is seeking to engage one Finance and Admin Assistants on a contractual basis for Nagpur office for the 'Fair Trial Fellowship Programme' ('FTF') supported by a grant from the Azim Premji Philanthropic Initiatives Pvt Ltd. The Finance and Admin Assistant will be responsible for ensuring smooth functioning and administration of Nagpur projects office. The role requires performing variety of clerical and administrative activities in the Nagpur project office and supporting the Finance and Administrative Co-ordinator and the Legal Strategy Co-ordinator concerned. The maximum period of engagement will be for three years and the contract will be renewed on an annual basis.

About the programme: The Fair Trial Fellowship is an opportunity for young lawyers and social workers to work for providing quality legal representation to undertrial prisoners. The Fellowship will train and mentor a group of young professionals to work in collaboration with the State Legal Services Authority towards ensuring fair trial for undertrial prisoners at both pre-trial and trial stages. The Fellowship is being currently rolled out for work in Nagpur and Pune Central prisons. The twin goals of the programme are to reduce the undertrial population in prisons in Pune and Nagpur and to work with the legal aid system in Maharashtra. To this end, there will be a research as well as a litigation component to the programme. The programme will have offices in Pune and Nagpur. The programme staff will comprise two Legal Strategy Co-ordinators, 20 Legal Fellows and 10 Social Work Fellows.

Number of Positon: One

Location: Nagpur

Responsibilities:

This is a full time paid position based in Nagpur. Selected candidates will be expected to reside within the municipal limits of the city of their selection. The responsibilities of the Finance and Admin Assistant will include:

- A. Looking after and taking care of day to day general office administration.
- B. Supervision of housekeeping staff and office support staff.
- C. Liaising and Coordination with local vendors.

- D. Maintenance of record of procurement of all office related supplies like- stationery, housekeeping and pantry purchases etc.
- E. Management of attendance record, leave record, local travel record and other information for programme personnel.
- F. Record keeping and payment of bills (electricity, water bill, telephone and internet dongle or other regular payment etc.) and preparing and maintaining monthly office expense reports.
- G. Maintaining and updating database and filing system, office documents, and assistance in filing, photocopying and digitizing documents and ensure smooth office operations.
- H. Handling and maintaining accounts for office petty cash.
- I. Handling bank related work (if required) for the programme.
- J. Verifying of staff reimbursement documents, bills and documents etc.
- K. Settlement of monthly advance for office expense, local travel and other reimbursements of staff according to programme/donor/university guidelines. Follow up with travel of office staff, cab and visa agents.
- L. Regular coordination with Finance and Administrative Coordinator (at Delhi), Legal Strategy Co-ordinator, Nagpur and Programme Director (Fair Trial Fellowship).
- M. Any other work that may be necessary as part of the programme's activities.

Qualifications:

- A. Bachelor's degree in Commerce, Business Administration, Business Studies, Management Studies or similar graduate level course
- B. At least 2-3 years of relevant work experience in finance and admin.
- C. Proficiency in written and spoken English, Hindi and Marathi is compulsory.
- D. Familiarity with working on MS Office and use of Dropbox, Google Calendar, Google Docs.
- E. Certification/Diploma for use of computers, office management, accountancy of finance is desirable

The above qualifications may be relaxed in exceptional circumstances

Compensation: Remuneration will be commensurate with qualifications and experience, and will be within the range of INR 15, 000 – 20,000 per month.

Application Process: Interested persons may send their resume and a covering letter explaining their interest in working on this programme. The covering letter must not exceed 500 words. Shortlisted candidates will be called for the selection process which may be held in Pune/Nagpur/Mumbai. Intimation regarding dates and venue of selection rounds will be given to the shortlisted candidates by email.

Email: Interested persons must send their resume and statement of purpose (SOP) to p39arecruitment@nludelhi.ac.in and the subject of the e-mail should be '**Job Application for Finance and Admin Assistant, Nagpur- Fair Trial Fellowship Programme**'. Any additional clarifications may be sought on phone (Contact Number- +91-8586814458).

Deadline: Applications must reach us by midnight of **May 15, 2019** after which the applications will not be accepted. Only the shortlisted candidates shall be informed via e-mail.

Note:

1. National Law University, Delhi is an equal opportunity employer.
2. Project 39-A ensures access to legal representation for prisoners regardless of the offence.
3. National Law University, Delhi reserves the right to conduct interviews and not fill these positions.
4. National Law University, Delhi is unable to cover the costs of attending interviews.
5. These positions shall be paid under the grant received under Azim Premji Philanthropic Initiatives and Lal Family Foundation.
