

**NATIONAL LAW UNIVERSITY DELHI
PROJECT 39A**

August 8, 2024

CALL FOR APPLICATIONS: CO-ORDINATOR, FAIR TRIAL FELLOWSHIP

Position: The National Law University, Delhi (“University”) is seeking to engage on a contractual basis, Programme Coordinator (1 position) for the Fair Trial Fellowship programme of Project 39A supported by a grant from the Azim Premji Foundation.

The Programme Co-ordinator will be responsible for the overall implementation and monitoring of the Programme in Nagpur and Pune. The period of engagement will be for one year and any extension will be subject to the needs of the Programme and availability of funds.

About the programme: The Fair Trial Fellowship Programme (‘the Programme’) is an opportunity for young lawyers and social workers to work for providing quality legal representation to undertrial prisoners. The Programme mentors a group of young professionals to work in collaboration with the Maharashtra State Legal Services Authority towards ensuring fair trial for undertrial prisoners at both pre-trial and trial stages. The Programme is 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 strengthen the legal aid system in Maharashtra. To this end, there is a research as well as a litigation component to the programme. The programme has its offices in Pune and Nagpur.

About the Role : This is a full time paid position based in Pune/Nagpur. Selected candidate will be expected to reside within the municipal limits of the city of their selection but will be required to travel frequently to other districts as per programme needs. The Programme Co-ordinator will be working with the Programme Director towards achieving the Programme’s objectives. The following functions are indicative of the responsibilities involved:

- A. Work towards implementation of the Programme design and advancement of overall objectives of the project.
- B. Implement the public outreach frameworks to ensure that the aims of the programme are fulfilled;
- C. Liaise with relevant stakeholders like District and State Legal Service Authorities, members of the judiciary, prison authorities, lawyers, criminal law experts and other stakeholders to ensure effective implementation of the programme;
- D. Ensure achievement of outcome and targets of the programme, monitor progress of work and suggest course correction as and when required
- E. Implement the review and assessment mechanisms required for the smooth functioning of the programme.
- F. Work with the Legal Strategy Coordinators for discussing progress of the work and overall implementation strategy.
- G. Responsible for administrative coordination between teams in Delhi, Nagpur and Pune offices and ensure smooth running of day to day activities in all locations.

- H. Coordinate with the Finance and Administrative team and supervise administrative and financial functions relating to the Programme including procurements, contractual engagements and human resource management and ensure compliance of all activities within the framework applicable to the University.
- I. Responsible for writing of periodic reports/ funder reports, imagination and execution of research reports and creating visibility of the programme including writing & speaking commitments.
- J. Coordinate with the Programme Director for update of work progress, periodic reviews, discussing implementation strategy and course correction as per programmatic needs.
- K. Any other work that may be necessary to further the aims of the 'Fair Trial Fellowship' programme or the overall objectives Project 39-A

Qualifications:

- A. Graduate with an LL.B. degree;
- B. Proficiency in English and Hindi and/or Marathi is mandatory;
- C. Candidates with an LL.M. degree/ Post graduate degree in subjects related to the Programme will be preferred;
- D. Minimum of five years of experience of working in programmes on criminal justice/ legal aid support will be desirable.
- E. 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 90,000 - 1,00,000 per month.

Application Process: Interested persons must attach their resume and a statement of purpose, explaining their role and interest in working on this programme. The statement of purpose must not exceed 700 words. Shortlisted candidates will be called for the selection process which will be held in Nagpur. The selection process may have multiple rounds.

Applications and documents will be accepted only through the form here in the link <https://www.project39a.com/co-ordinator-fair-trial-fellowship-august-2024>

Deadline: Applications must reach us by midnight of September 7, 2024, after which the applications will not be accepted.

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. Only shortlisted candidates will be contacted via email. If you do not hear from us within 4 weeks after the deadline, please assume that your application has not succeeded. Unfortunately, we cannot reply to individual queries about the status of applications.
5. National Law University Delhi is unable to cover the costs of attending interviews.
6. This is not an advertisement for regular government service.
7. These positions shall be paid under the grant received under Azim Premji Foundation.