



NATIONAL LAW UNIVERSITY DELHI

Sector -14, Dwarka, New Delhi – 110078

CENTRE FOR COMMUNICATION GOVERNANCE

CALL FOR APPLICATIONS FOR ADMINISTRATIVE AND FINANCIAL ASSISTANT(S)

The National Law University Delhi ('University') is seeking to engage **an Administrative and Financial Assistant(s)** to be responsible for providing administrative support to our office personnel and support the administration of the finances of the Centre.

ABOUT THE CENTRE FOR COMMUNICATION GOVERNANCE

The Centre for Communication Governance at National Law University Delhi was established in 2013 to ensure that Indian legal education establishments engage more meaningfully with information technology law and policy, and to contribute to improved governance and policy making. CCG is the only academic research centre dedicated to working on information technology law and policy in India, and in a short span of time has become a leading institution in the sector.

OUR WORK AT CCG

Our work at CCG seeks to embed constitutional values and good governance within information technology law and policy and examine the evolution of existing rights frameworks to accommodate new media and emerging technology. It seeks to support the development of the right to freedom of speech, right to dignity and equality, and the right to privacy in the digital age, through rigorous academic and policy research, and capacity building. The team's ongoing work is on subjects such as — privacy and data governance/protection across the digital realm, platform governance in India and around the world, regulation and the societal impact of emerging technologies like artificial intelligence, blockchain, 5G and IoT, internet governance, and digital access and inclusion. Our work is positioned to strengthen the collective voice for the Global Majority and has a special focus on gender inclusion and highlighting the lived experiences of marginalised communities.

The work at CCG is designed to build competence and raise the quality of discourse in research and policy around issues of free speech, privacy, equality, discrimination, and digital access and inclusion in the digital age. The academic and policy research is intended to catalyse informed policy-making and public debate around issues in technology, internet governance, and information technology law and policy.

ROLE

CCG is looking for an organised and self-motivated Administrative and Financial Assistant. The role involves providing essential administrative and financial support to the office, including managing and administering finances, handling paperwork, coordinating calendars, setting up meetings, and supporting event organisation. The person will manage clerical requirements, communicate professionally via a variety of channels, including email, phone, and travel arrangements. A master multi-tasker with strong communication skills is desired. The role also encompasses financial administration and management for the Centre.

To be successful as an Administrative and Financial Assistant, candidates should be professional, polite, and attentive to detail. The Administrative and Financial Assistant must have excellent verbal and written communication skills. Most importantly, the Administrative and Financial Assistant should have a genuine desire to meet the needs of the team and the centre. We are inviting applications for **two positions**.

RESPONSIBILITIES

An indicative list of responsibilities includes:

- Handling paperwork and approvals as required by the centre. This role will require organising paperwork such as approvals for call for applications for consultants and employees and finalising contracts.
- Financial administration and management support to the team, such as financial record keeping and financial reporting.
- Carrying out administrative duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence and memos. Welcoming visitors and directing them to the relevant office/personnel.
- Coordinating and managing appointments, meetings and providing real-time scheduling support.

- Coordinating with various vendors working with the Centre such as printer, designer, and website maintenance.
- Maintaining general office files, including job files, vendor files, employee records, leave records, RA/intern certificates, stipend disbursement and other files related to the Centre's operations.
- General office management such as maintenance of the office, ordering office supplies, etc.
- Providing logistical support by making travel arrangements, booking flights, transport and stay, booking event venues, vendor bookings and related organisational work.
- Putting together financial reports, transcribing minutes from meetings, and creating presentations.
- Keeping the website updated from the backend, uploading documents and news clippings and tracking data on CCG.
- Coordinating with the team members to keep track of events, attendance, and research outputs.
- Performing other relevant duties as required.

REQUIREMENTS

- Degree in business, administration, or a related field. A Master's degree (though not mandatory) may be given preference.
- Two or more years' of work experience may be given preference.
- Proficient in a variety of computer software applications, including Microsoft Office Suite (Teams, Word, Excel, and Powerpoint).
- Multi-tasking and time-management skills, with the ability to prioritise tasks.
- Attention to detail.
- Fluency in spoken and written English, multilingual applicants, may be preferred.
- Desire to be proactive and create a positive experience for others.

REMUNERATION AND LOCATION

The remuneration will be competitive, and will be commensurate with qualifications and experience. Where the candidate demonstrates exceptional competence in the opinion of the selection panel, there is a possibility for greater remuneration. This is a full time position based in Delhi.

APPLICATION PROCESS

Interested candidates may fill the application form provided by **11:59 pm IST on 19th January 2025**. Please note that applications will only be accepted via the Google Form.

A complete application will require the following:

- A signed and completed Application Form, available [here](#).
- The form requires a Statement of Motivation which applicants have to answer in a maximum of 500 words. The Statement of Motivation should engage with the following aspects:
 - Why do you wish to work with CCG?
 - What past experiences and skills optimally position you to do so?
 - How does working with CCG connect with your plans for the future?
- Please combine the CV and statement of motivation in a single PDF file labelled as “Your name - CCG”. The PDF should be uploaded on the link provided in the application form. The single PDF file should contain: (1) a Curriculum Vitae (maximum two pages) and (2) Statement of Motivation, to be uploaded in the application form.
- Applicants should note that they cannot save their work on the application form and return to it later, so they may find it advisable to prepare their Statement of Motivation and merge relevant documents into a PDF document beforehand.
- Names and contact details of two referees who can be contacted for an oral or a short written reference (to be filled in the form).

In case of any doubts, please contact us at ccg@nludelhi.ac.in with the subject line “Application for Administrative and Financial Assistant”. Since we require applicants to upload their CV, accessing the form requires a Google (Gmail) login. For applicants not having a Google (Gmail) account, we encourage them to create an account, following the quick and simple steps [here](#).

NOTE

- National Law University Delhi is an equal opportunity employer.
- National Law University Delhi reserves the right to conduct interviews (video or telephone calls).
- National Law University Delhi is unable to cover the costs of travel and accommodation for attending the selection interviews.
- The position is a contractual position and shall be paid under the grants received by the Centre for Communication Governance at National Law University Delhi.
- We will contact only shortlisted candidates.
- The Centre reserves the right to not fill the position(s) if it does not find suitable candidates among the applicants.