



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 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 research, policy intervention, and capacity building. The team's ongoing work is on subjects such as –privacy and data governance/protection, cybersecurity, cybernorms regulation of emerging technologies like artificial intelligence, blockchain, 5G and IoT, platform regulation, misinformation, intermediary liability and digital access and inclusion.

The work at CCG is designed to build competence and raise the quality of discourse in research and policy around issues concerning constitutional rights and rule of law in the digital age, cybersecurity and global internet governance. The academic research and policy output

is intended to catalyse effective research-led policy making and informed 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 who will be responsible for providing administrative support to our office personnel and supporting the administration of the finances of the Centre. The Administrative and Financial Assistant's role will include working closely with our team to support their administrative and financial paperwork and clerical requirements, coordinating calendars, setting up meetings, and supporting the team in organising events and liaising with vendors.

We are looking for a master multi-tasker with excellent communication skills and a positive attitude. Candidates should be able to support the work of the Centre by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, making reservations or travel arrangements, and generally providing administrative and logistical support to the team as required. Besides this, the Candidate will be involved with the administration and management of the finances of the Centre.

To be successful as an Administrative and Financial Assistant, candidates should be professional, polite, and attentive to detail. They should be responsive and willing to meet each challenge directly. 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, transcribe minutes from meetings, and create presentations.
- Keeping the website updated from the backend, uploading documents and news clippings and tracking data on CCG.
- 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 (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 out of Delhi.

APPLICATION PROCESS

Interested candidates may fill the application form provided by 05:00 pm IST on **February 28, 2023**. 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 800 words. The Statement of Motivation should ideally 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.