



## **NATIONAL LAW UNIVERSITY DELHI**

Sector -14, Dwarka, New Delhi – 110078

### **CENTRE FOR COMMUNICATION GOVERNANCE**

#### **CALL FOR APPLICATIONS FOR THE POSITION OF PROJECT/PROGRAM**

#### **ASSOCIATES/OFFICERS FOR COURSES, CONVENINGS AND CAPACITY BUILDING**

The National Law University Delhi ('University'), through its Centre for Communication Governance ('CCG'/'Centre') is inviting applications for the post of Project/Program Associates/Officers for Courses, Convenings and Capacity Building, to work at 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.

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, regulation of emerging technologies like artificial intelligence,

blockchain, 5G and IoT, cybersecurity, cybernorms, 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 a young, continuously evolving organisation and the members of the Centre are expected to be active participants in building a collaborative, merit-led institution and a lasting community of highly motivated young professionals. If selected, you will contribute to the institution's growth and development by playing a key role in helping us design and deploy our courses, coordinate with the team and our various stakeholders to organise various kinds of convenings, workshops and events and help us with our varied capacity building efforts. You will be part of a dynamic team of young researchers, policy analysts and lawyers. Please note that our interview panel has the discretion to determine which role would be most suitable for each applicant based on their qualifications and experience.

We are inviting applications for the following roles-

- (i) Program/Project Associate - Courses, Convenings and Capacity building (2 position)
- (ii) Program/Project Officer - Courses, Convenings and Capacity building (2 position)

## **Responsibilities**

Some of the key roles and responsibilities of the Program/Project Associate/Officer for Courses, Convenings and Capacity Building may include:

- Developing, and supporting the team in strategy on courses, convenings and capacity building. The candidate will have to work both independently and collaboratively with the team leadership, researchers and various other members of the team.

- Strategising, developing, co-ordinating, organising and implementing events, workshops, roundtables, fellowships (DIGITAL Fellowship), moots (Oxford Price Media South Asia Rounds) and courses such as Summer School, Courses (Certificate Course, Diploma Course, etc.), and Capacity Building events.
- Strategising, developing, co-ordinating, organising and implementing CCG Courses such as Diploma/Certificate Courses on Technology Law and Policy, AI Law and Policy, etc.
- Coordinating with faculty members as well as students, and helping to organise various capacity building engagements such as lectures, courses, seminars, etc.
- Creating and conceptualising slides and other mediums which can be used in courses/ events/sessions.
- Creating detailed, engaging curriculums and quality resources in line with course objectives.
- Building engagement in the context of courses, convenings and capacity building with key stakeholders and community members of the Digital Society ecosystem at the domestic and international level across academia, media, civil society, industry, regulatory bodies, other experts, members of parliament, senior government officers, judges, senior lawyers, scholars, and journalists. We are looking for someone who is very constructive and is not only able to help our community get the most out of CCG's work but is also able to connect people with each other, playing an enabling, generative role that encourages and supports the ecosystem.
- Conceptualising and implementing capacity building programs for stakeholders in the ecosystem such as judges, government officials, civil society, academia, students, young professionals, media, etc. on themes in the information technology law and policy domain.
- Conceptualising and implementing meaningful capacity building and training programs for the CCG team.
- Strategising and creating visual and written content for newsletters, email communications and other modes of engagement related to convenings, capacity building, courses, etc.
- Strategising and creating internal and external communication material including relevant posts, images and posters, and other allied content for social media dissemination, including Twitter, Instagram, LinkedIn, and Facebook related to convenings, capacity building, courses, etc.

- Strategising and creating visual representations, infographics and other graphical representations to make content available in an accessible manner related to convenings, capacity building, courses, etc.
- Managing social media accounts and maintaining a social media calendar and database of disseminated content for capacity building, courses and convenings, etc. Working with social media on campaigns using tools like hootsuite, oneup, etc.
- Aiding in conceptualising, recording and editing audio, podcasts, and/or video material related to convenings, capacity building, courses, etc.
- Identifying opportunities such as conferences, etc. for CCG to present and highlight its programs and research and working towards applying for and implementing these opportunities.
- Engaging with CCG's media networks and other key stakeholders.
- Identifying opportunities for media engagement for the dissemination of CCG's work, courses, convenings, capacity building, etc.
- Maintaining records of media and social media coverage and collecting data for analytics and metrics related to convenings, capacity building, courses, etc.
- Strategising, editing, developing, managing and implementing content for the CCG website, CCG Blog, etc related to convenings, capacity building, courses, etc.

This is an indicative list of some of the responsibilities the person will be involved in and is not inclusive of all activities one might be engaged with. We welcome applicants with an interest in any of the areas that CCG broadly works in to apply.

## **QUALIFICATIONS FOR THE ROLES**

- The Centre welcomes applications from candidates with degrees in education, media and communication, law, public policy, development studies, BBA, journalism, english and social sciences or other relevant/applicable fields.
- For the Associate role, preference may be given to candidates with an advanced degree in related fields or 2+ years of PQE and previous experience of working on related issues.
- For the Officer role, preference may be given to candidates with an advanced degree in related fields or 4+ years of PQE and previous experience of working on related

issues.

- Candidates must have a demonstrable capacity for high-quality, independent work.
- Strong communication, digital and writing/presentation skills are important.
- Interest and previous experience in information technology law and policy is preferred.
- A Master's degree from a highly regarded programme might count towards work experience.

However, the length of your resume is less important than the other qualities we are looking for. As a young, rapidly-expanding organisation, CCG anticipates that all members of the Centre will have to manage large burdens of substantive as well as institutional work. We are looking for highly motivated candidates with a deep commitment to building policies that support and enable constitutional values and rule of law. We are looking for people who see good academic research and policy designs as a way to build a better and more equitable world. At CCG, we aim high, and we demand a lot from each other in the workplace.

We look for individuals with work-style traits that include the ability to work both collaboratively and independently in a fast-paced environment, while being empathetic towards colleagues. We aim to create high-quality research outputs. It is therefore vital that you be a good team player, as well as be kind and respectful to colleagues. At the same time, you should also be self-motivated, proactive, creative as well as be capable of independently driving your work when required. We like to maintain the highest ethical standards in our work and workplace, and look for people who manage all of this while being as kind and generous as possible to colleagues, collaborators and everyone else within our networks. A sense of humour will be most welcome. Even if you do not necessarily fit the requirements outlined but bring to us the other qualities we look for, we will be glad to hear from you.

## **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. These are full time positions 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](mailto:ccg@nludelhi.ac.in) with the subject line “Application for Courses, Convenings and Capacity Building”. 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 telephonic or video interviews. National Law University Delhi is unable to cover the costs of travel, accommodation, etc. for any interviews.
- National Law University Delhi reserves the right not to fill these positions.
- Our selection panel has the discretion to determine which profile/role would be most suitable for each applicant based on their experience, domain understanding and qualifications.
- The roles, responsibilities and activities enumerated here are indicative and may encompass additional duties related to these.
- 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.