



**NATIONAL LAW UNIVERSITY, PROJECT 39A
SECTOR 14, DWARKA -110078**

February 9, 2023

CALL FOR APPLICATIONS – OFFICE ADMINISTRATOR

The National Law University, Delhi ('University') through Project 39A is seeking to engage, on a contractual basis, a full time **Office Administrator** at its campus in Dwarka, New Delhi. The contract will be for one year initially and may be extended on an annual basis at the discretion of the University.

About Project 39A: Project 39A draws inspiration from Article 39-A in the Indian Constitution on equal justice and signals the broadening of our work on the criminal justice system in India. We undertake litigation, research and outreach relating to forensics, torture, legal aid, mental health and criminal justice, and death penalty (for more information, visit www.project39a.com).

Role: Project 39A is looking for a self-driven individual with problem-solving skills for the position of "Office Administrator" who will be responsible for smooth functioning of their New Delhi office. The role also requires supporting the administrative needs of the program and the finance team, and working closely with the University administration.

Responsibilities: Successful candidate will be expected to perform following duties:

- Ensure smooth functioning of Project 39A's New Delhi office including smooth and secure functioning of IT processes, and online storage processes and requirements.
- Provide administrative support to the program team for official travel.
- Periodically review internal administrative processes and policies, identify any issues that may require course correction and suggest potential solutions.
- Liaison with the University administration, vendors, and service providers.
- Lead recruitment and exit process for staff, consultants and service providers.
- Support the finance and program team in grant management and reporting.
- Any other administrative work which may arise from time to time that may be necessary to further the aims of Project 39A.

Qualifications: Graduate or Postgraduate Qualifications in Management/Commerce/Human Resources.

- At least 5 years of relevant administrative work experience.
- Proficiency in written and spoken English is mandatory.
- Proficiency in written and spoken Hindi is preferable. Ability to read/ write/ speak any other Indian regional language will be an advantage.
- Familiarity with softwares like Microsoft Word, Excel, and G-Suite is preferable.

Compensation: Salary will be commensurate with qualifications, knowledge and experience.

Application Process: Interested persons may send their resumé and a statement of purpose, explaining their interest in the position and the contribution that they see themselves making through this position. The statement of purpose must not exceed 750 words. Applications and documents will be accepted only through the link here <https://www.project39a.com/office-administrator-2023>.

Deadline and Selection Process : Applications must reach us no later than midnight of March 8, 2023, after which the applications will not be accepted. Shortlisted candidates will be required to be present on the University campus for the selection process. The successful candidates shall be contacted via mail.

Note:

- 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.
- National Law University, Delhi is an equal opportunity employer and P39A ensures access to legal representation for prisoners regardless of the offence.
- National Law University, Delhi reserves the right to conduct interviews and not to fill the position or vary the number of positions vacant for this call. Also, we shall be unable to cover the costs of attending interviews.
- National Law University, Delhi reserves the right to conduct additional rounds of interviews/ written tests.
- The position shall be paid under the grants received by P39A, National Law University, Delhi.