



## NATIONAL LAW UNIVERSITY DELHI

Sector -14, Dwarka, New Delhi – 110078

### CENTRE FOR COMMUNICATION GOVERNANCE

#### CALL FOR APPLICATIONS FOR ADMINISTRATIVE AND FINANCIAL OFFICER

The National Law University Delhi ('University') is seeking to engage **an Administrative and Financial Officer** 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 (CCG) was established in 2013 to ensure that Indian legal education establishments engage more meaningfully with information law and policy and contribute to improved governance and policy making. CCG is the only academic research centre dedicated to working on information law and policy in India, and in a short span of time, has become a leading institution in the region.

The work at CCG is designed to build competence and raise the quality of discourse in research and policy around issues concerning human rights and civil liberties 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 and Internet governance.

#### ROLE

CCG is looking for an organised and self-motivated Administrative and Financial Officer 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 Officer'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 Officer, candidates should be professional, polite, and attentive to detail. They should be responsive and willing to meet each challenge directly. The Administrative and Financial Officer must have excellent verbal and written communication skills. Most importantly, the Administrative and Financial Officer should have a genuine desire to meet the needs of the team and the centre.

## **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) would be considered favourably.
- Two or more years' of work experience.
- 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.

**Compensation:** Remuneration will be commensurate with qualifications and experience.

**Application Process:** Interested persons may send their resume to [ccg@nludelhi.ac.in](mailto:ccg@nludelhi.ac.in) and

cc the same to [nidhi.singh@nludelhi.ac.in](mailto:nidhi.singh@nludelhi.ac.in). The subject of the email should be “**CCG-NLU | Application for Administrative and Financial Officer**”.

**Deadline:** Applications must reach us by **10.00 pm** on **March 21st, 2021**.

Only successful candidates will be contacted.

#### **NOTE**

- National Law University Delhi is an equal opportunity employer.
- National Law University Delhi reserves the right to enhance the shortlisting criteria
- National Law University Delhi reserves the right to conduct telephonic or video interviews.
- National Law University Delhi reserves the right not to fill these positions.
- The position shall be paid under the grants received by the Centre for Communication Governance at National Law University Delhi.