

The Centre for Child and the Law (CCL), National Law School of India University (NLSIU), Bangalore is looking for a full-time Admin Assistant to join their team.

Location: CCL, NLSIU (on-campus role)

Required Qualifications

- Graduate degree in any discipline from a recognized University.
- Conversant with general, personnel and/or academic administration.
- Proficiency in operating a computer, MS Office and GSuite.
- Must have fluency in written and spoken Kannada and English

Job Description

1. Admin

- a. Drafting and dispatching official letters
- b. Maintain all HR, finance, admin, leave and programme related files
- c. Liaise with NLSIU administration for maintaining stock ledgers, green note sheet/folder, related work for all approvals
- d. Assist Sr. Finance and Admin Assistant in liaising with NLSIU as and when required for seeking all timely correspondences from and to CCL and communicate to all relevant staff in a timely manner
- e. Maintain staff attendance register, files, archives and all such documents related to CCL's function and administration
- f. Coordinate and ensure the team has timely access to office supplies, equipment and miscellaneous items
- g. File and maintain all proposal and budget related documents
- h. Maintain all donor communications and reports sent in separate files
 - i. Maintains and records all documents pertaining to CCL publication and its account
 - j. Responsible for maintaining and updating stock register for all publications of CCL
- k. Regularly check and maintain all electronic gadgets in CCL
- l. Handle all logistics related issues of the Centre.
- m. Raise quotations for printing, designing and other relevant activities based on requests raised by team members

2. Finance

- a. Maintain and monitor all petty cash expenses and settlements, imprest amounts and maintaining up to date records of the same

3. Website

- a. Assist in regularly updating the CCL website by collating the necessary information in prescribed format

4. Internships

- a. Maintain the internship process from start to end
- b. Maintain files on interns including their reports and certificates

5. Skills and personal attributes

- a. Experience of having worked in a multi-disciplinary team/academic institutions/with government
- b. High level of computing skills and use of spreadsheets and internet
- c. Good documentation skills with ability to analyze and write concise/quality reports in English

- d. Ability to maintain confidentiality
 - e. Ability to work in a team and willingness to contribute and learn from others f. Willing to learn, and ability to fill in in the absence of the Sr. Admin and Finance Assistant
6. Communication protocol
- a. Reports to Coordinator directly
 - b. Coordinate with the Project Coordinator and Sr. Finance and Admin Assistant as required
 - c. Coordinate with all CCL staff to ensure compliance with CCL and NLSIU policies d. The coordinator and the concerned programme head and project coordinator to be kept in loop for all communications with donor and their agencies
 - e. Provide weekly updates to Centre Coordinator, Project Coordinator and concerned Programme Heads on movement of files within the University

Duration: From the date of Joining till 31st September 2024

Remuneration: Consolidated Pay of Rs. 25,000 to 27,000 per month (Based on Qualifications and Experience)

Interested applicants may write to ccl@nls.ac.in and recruitment@nls.ac.in attaching an updated CV and a Statement of Purpose.

Deadline: 20th July 2022