



# NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

## Advertisement for the position of Project Coordinator, CCL

12 June, 2023

NLSIU invites applications for **one (01)** position of **Project Coordinator**. It is a contractual assignment **twelve (12 months)**, based out of Bangalore. The position is under the Centre for Child and the Law (CCL), National Law School of India University, Bangalore.

The Centre for Child and the Law (CCL) was established as a specialized multi-disciplinary research centre of NLSIU on April 1, 1996. The Centre integrates research, direct field action, and teaching on child rights law. We use law and socio-legal strategies as tools for transformative social change to enable children to live with dignity. Our aim is to ensure social justice, human rights and quality of life for all children in India, with special focus on equitable quality education, care, protection and justice for marginalized and excluded children.

### Position

Project Coordinator

The Project Coordinator will work on the projects under the supervision of the Centre Coordinator. The details are as under:

S. No.	Post	Project Coordinator
	Vacancy	One (01)
1	Essential Qualifications	<ul style="list-style-type: none"><li>● Bachelor's Degree in Management, Law or Social Sciences from a recognised University</li></ul>
2	Desirable Qualifications	<ul style="list-style-type: none"><li>● Master's Degree in Management, Law or Social Sciences from a recognised University</li></ul>
3	Essential Experience and Skills	<ul style="list-style-type: none"><li>● At least three (03) years of project management experience, having worked on academic / research / development projects</li><li>● In addition, the candidate must have:<ul style="list-style-type: none"><li>- Ability to work in a team, contributing to both team and individual goals</li><li>- Analytical skills, collation skills, communication skills (written and oral), time-management skills</li><li>- Demonstrated proficiency in the use of G-Suite, MS Word, PowerPoint and Excel</li><li>- Self-driven, collaborative as well as the ability to work independently, attention to details</li></ul></li></ul>
4	Desirable Experience and Skills	<ul style="list-style-type: none"><li>● Background in academics or research (field or desk) is preferred</li><li>● Background in child rights is preferred</li><li>● Demonstrated proficiency in speaking, reading and writing Kannada</li></ul>

		<p>and English fluently is preferred</p> <ul style="list-style-type: none"> <li>● Organisation of workshops and events</li> </ul>
5	Roles and Responsibilities	<ul style="list-style-type: none"> <li>● Coordinating the overall Programme and Fiscal Planning of the Centre and its projects, initiatives</li> <li>● Assist the Centre Coordinator in management, oversight and governance of the Centre's projects, initiatives</li> <li>● Management of external reporting (activity/narrative/others) and Funders' liaison and internal reporting (monthly/quarterly/yearly/ad hoc)</li> <li>● Assist in writing research proposals for new projects, initiatives/new avenues in existing projects, initiatives</li> <li>● Attending meetings with stakeholders and partners</li> <li>● Preparing for, organising and conducting training programmes, workshops and conferences</li> <li>● Content management and maintenance of the Centre and its projects, initiatives on the Centre website including content on social media platforms (LinkedIn, Facebook, Instagram, YouTube)</li> <li>● Being the Centre's point of contact for information sharing relating to the University's policy and process</li> <li>● Facilitate and support recruitment and onboarding of the Centre's new joiners along with the PNC team</li> <li>● Assist the University and others departments as required</li> <li>● Handling administrative responsibilities under the Centre</li> <li>● Other Centre related activities and tasks</li> </ul> <p>This is a full-time position, based out of the NLSIU campus (Nagarbhavi) in Bangalore. There may be travel within Bangalore and/or to other locations in India. This position will report to the Centre Coordinator.</p>
6	Remuneration	Salary will be commensurate to the candidate's educational background, qualifications and relevant experience
7	How to Apply	<ul style="list-style-type: none"> <li>● Fill the online application form, available <a href="#">here</a></li> <li>● You will be asked to submit the following: <ul style="list-style-type: none"> <li>- Your updated CV/Resume (not more than 3 pages)</li> <li>- A short Statement of Purpose (not more than 500 words)</li> <li>- Details of two (02) References with contact details</li> </ul> </li> </ul>

**General Conditions:**

1. The prescribed essential qualifications/experience indicated are the bare minimum required for the positions. Mere possession of these qualifications/experience will not entitle the candidates to be called for an interview.
2. The qualifications prescribed in the table above should have been obtained from recognized Universities/ Institutions.
3. National Law School of India University is an equal opportunity employer and we value diversity at our institution.
4. Candidates shall have to produce original documents at the time of interview.
5. Where the number of applications received in response to this advertisement is large and it may not be convenient or possible for NLSIU to interview all the candidates, NLSIU reserves the right to restrict the number of candidates to be called for interview to a reasonable limit.
6. Candidates serving in Government/Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit their 'No objection Certificate' from their current employer at the time of interview, if not submitted earlier.
7. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
8. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post
9. Last date for submission of the application is **22 June, 2023**.
10. The shortlisted candidates will be intimated through email.
11. NLSIU reserves the right of not filling the post advertised.
12. If information given in an application is found to be incorrect/false, at any stage, the Candidature is liable to be cancelled and any appointment made is also liable to be terminated.

For any clarifications in this regard, you may contact the University at the following numbers:

**Name of the Contact Persons: Ms. Savithri**

**Phone: 080-23160537/23213160/23160533**

**Email: recruitment@nls.ac.in**

**Bangalore**

**12 June 2023**

**REGISTRAR**