

Job Announcement: Senior Program Officer

We are seeking an adaptable and dynamic individual to join our team in Delhi. Nazdeek is a legal empowerment organization committed to bring access to justice closer to marginalized individuals and communities in India. Nazdeek believes that the law can be an effective tool in overcoming poverty and marginalization. Our programs seek to advance the rights to health, labor, food and housing through capacity building, community mobilization and access to judicial and non-judicial remedies. In Delhi, our work focuses on expanding access to health, water and sanitation as well as housing rights for women living in slum areas. In Assam, our efforts aim at advancing the labor and health rights of Adivasi tea garden workers.

We seek a Senior Program Officer to lead our Legal Empowerment work. The Senior Program Officer will work in concert with the Directors to support overall strategy development, planning and management of Nazdeek's program work areas. The position offers a unique opportunity to gain cutting-edge leadership and human rights experience in the growing field of legal empowerment.

Key Tasks and Responsibilities:

Capacity building:

- Develop, deliver and oversee capacity building programs for community members and activists on a range of socioeconomic rights issues, primarily rights to health, labour, food and housing.
- Develop, deliver and oversee human rights education sessions to law students

Legal advocacy

- Supervise and conduct field fact-findings and desk-based research to document rights violations
- Draft fact-finding reports, administrative complaints, legal briefs on rights violations
- Develop legal strategies to address rights-based violations existing in project areas such as
- Conduct advocacy meetings and representations to government officials working at District and State level.
- Identifying pro bono lawyers to take up rights-based litigation

Administrative tasks

- Draft reports for funders and donors
- Assist in maintenance of records as required

Communications

- Draft external communications materials including press releases, blogs and briefings
- Support the communication strategy by creating content for website, newsletters and social media

Qualifications and Skills

- Educational requirement: Masters in Law, LL.B or J.D. is required. Candidates with background in Social or Political Science may also apply.
- At least 5 years work experience on issues of law, human rights and/or governance. Previous experience working in a NGO or a law firm is highly desirable.
- Strong knowledge of human rights law and use of legal system to address poverty, exclusion and oppression. Demonstrated commitment to social justice and past field work experience in slum or rural areas is highly desirable.
- Excellent written, verbal, analytical and communication skills
- Self-starter, with strong strategic thinking ability to lead key programmatic areas
- Experience supervising junior staff, interns and/or volunteers
- Excellent English language skills are required, fluency in Hindi or other major Indian language is strongly preferred.
- Availability to travel nationally and internationally (30% of worktime)

Please note that candidates must hold a valid work permit/visa for India.

Compensation and other Benefits:

The position allows for great career development opportunities, including travel and networking opportunities at national and international levels.

Salary: commensurate with experience and in line with average non-profit sector in India

Duration: 1 year with possibility of extension. Hours: 40 – 44 hours per week

Location: Jangpura, New Delhi, India

To apply, please send the following materials to info@nazdeek.org with the subject line “Application for Senior Program Officer”

- Cover letter stating qualifications and specifics about type of visa held;
- Resume;
- Short writing sample (no more than 5 pages).

Applications will be received until 28th February 2016. Only shortlisted candidates will be contacted regarding further steps in the application process.

Estimated Start Date: 21st March 2016 (flexible)

Nazdeek is an equal employer that does not discriminate on the basis of race, nationality, age, religious belief or non-belief, ethnicity, sexual orientation, gender, gender identity, marital status, domestic circumstances, HIV status, disability or any other protected category.