

**Relevant Sector:** Advocacy, Policy, Research.

**Position:** Advocacy Manager.

**Location:** Cuttack, Odisha.

**Apply by:** 10<sup>th</sup> June, 2016.

**About the Organisation:** The Legal Service Institute managed by Committee for Legal Aid to Poor in short CLAP, is a public interest law organization with a mission to render legal services pro-bono to strengthen access to justice and undertake juridical advocacy for legal reform. It originated in the year 1982 to broaden the horizon of legal aid to poor to overcome poverty. Over the years it evolved as a specialized organization in the field of law and justice. Broadly the Legal Service Institute endeavours to eliminate injustice from the society and engaged to promote justice. Through its strategic legal intervention, the Legal Service Institute re-affirms its commitment to strive towards progressive realization of fundamental human rights with dignity of individuals and the communities in its manifold manifestation. While doing so it aims to bring about good governance based on rule of law through strategic application of law which is equitable, transparent and accountable as well as gender responsive.

**Position Overview:** The primary responsibility of the Advocacy Manager involves overseeing the implementation of law based advocacy (legislative, judicial and executive) strategies of the organisation. He/she must have extensive experience in policy analysis, promotional and advocacy work on various legal issues.

**Education/Experience Requirements:** A candidate must possess a Master degree in Public Policy, MSW, LLM, development studies, or related areas and must have at least 3 years experience in planning, managing and implementing advocacy projects in development sector or similar position.

**Skills:** Excellent research writing and public-speaking skills, effective written and verbal communication skills; budgetary management skills; problem-solving, leadership, organizational, analytical and interpersonal skills; and advanced knowledge in computer applications. He/she must be able to work effectively independently and with a team.

**Specific work elements:** Leading and managing processes of a strategic advocacy plan; brainstorming with team members at all stages of plan formulation; supervising the work of outside consultants and suppliers; setting up financial systems and overseeing project budgets; proposing and lobbying initiatives for the organization; writing, publishing and disseminating advocacy briefs and research reports; developing policy work and activities; discussing and implementing organization principles; preparing proposals for fundraising; overseeing the fulfilment of donor-funded advocacy projects; revising policies related advocacy; and preparing reports, among others.

**Honorarium:** INR 25,000 per month (Consolidated).

**Appointment:** Initial appointment for a period of 2-year (Extendable) with 3-months of probation period.

**Reporting Authority:** Project Coordinator who is the Chief Executive Officer of the Organisation.

**Application Procedure:** Submit your CV and cover letter by email to [info@clapindia.org](mailto:info@clapindia.org) with "Apply for the post of Advocacy Manager" in the subject line.

Job Email ID: [info@clapindia.org](mailto:info@clapindia.org)