



REPRESENTING PROFESSION • ADVOCATING RULE OF LAW • SERVING SOCIETY

Inviting applications for job position at Indian National Association of Legal Professionals – 1 positions | Date of Commencement – Immediately

INALP seeks qualified applicants for a full-time job position as part of INALP's Team in the New Delhi office. In this position you will gain on-the-job experience of researching, writing and interpreting law and policy. This position will also help in the professional development through networking. During this job, you will tackle initiatives such as policy, advocacy, communications, member engagement and many more. You will also participate in training and development opportunities. The job is available for fresh LL.B graduates. This is a paid position

Responsibilities:

Legal research: Conduct research and respond to inquiries regarding current developments in the field of law nationally & internationally.

Policy research: Research on policy matters related to the field of law such as Data Protection, Climate Policy and Trade Policy.

Legal Aid Cases: Research the cases of underrepresented sections and help prepare case summaries provided to lawyers considering pro bono cases.

Newsletter: Propose and write content for the newsletter that includes Supreme Court decisions, and other noteworthy developments.

Website: INALP maintains a website that contains resources for members. You are responsible for keeping the site records updated and posting new items.

Editing: INALP maintains thousands of resource materials from both national and international sources. You will be asked to edit and format these documents and keep detailed accounts of all files. Attention to detail is of the utmost importance.

Social Media: INALP maintains an active social media presence that is followed by reporters, lawyers, academics, advocates, and the public. You will research and post content on INALP's social media pages and are encouraged to explore ideas that diversity content and increase the INALP's online presence and exposure.

Contact database: You have to regularly review our database of our members and supporters and update contact information as necessary.

Other duties as assigned: You are encouraged to explore areas of interest to them while working with us, and creativity and initiative are highly valued. Attend partner events and represent INALP's brand in meetings with external partners; Coordination with multilateral and international organisations on behalf of INALP. You are expected to be self-starters, motivated, and interested in contributing significantly to the INALP and its mission.

Qualifications

- Fresh law graduates.
- Demonstrated knowledge of legal, policy and multilateral institutions.
- Demonstrated ability to write about law, policy and relations;
- Ability to write for the web and social media;
- Technologically savvy, with strong knowledge of web usability and social media;
- Excellent interpersonal and oral communication skills;
- Excellent organizational skills and attention to detail; and
- Ability to work on a team in a dynamic environment.

Application Process

Please send the following in an email to office@indianlegalassociation.org (with "Job Application - INALP" as the email subject):

1. Cover letter telling us why you want the job and what you can add to the team;
2. Current resume /CV;
3. A short writing sample;

Shortlisted candidates will be invited for a personal interview. The position will be filled as soon as successful candidate is identified.