

## **India International Institute of Democracy and Election Management Engagement of Program Officers**

### **1. Introduction**

IIIDEM has been established by the Election Commission of India with a vision to be a global Institute of repute promoting an inclusive, resilient, and democratic world and with the mission to strengthen Democratic Systems and Election Management Bodies through training & capacity building, research and knowledge development, promotion and advocacy.

### **2. Schools and Centres at IIIDEM**

IIIDEM delivers its mandate through various Schools and Centres, offering programs and courses in democratic governance, electoral laws, election technology and electoral processes.

- (i) **School of Democratic Governance and Election Management** – undertakes various certificate, diploma and master’s courses in democratic governance and election management. It also supports thematic work in various electoral themes and provides necessary support to training of domestic stakeholders.
- (ii) **School of Electoral Law** – undertakes various programs and courses on electoral laws, thematic studies based on legal framework and supports programs of other Schools and Centres with relevant inputs and expertise in electoral laws.
- (iii) **School of Election Technology** – undertakes various programs and courses on election technologies and thematic studies around election technologies and supports programs of other Schools and Centres with relevant inputs and expertise in election technologies.
- (iv) **Centre for Research and Innovation** – coordinates research and thematic work carried out by IIIDEM and is responsible for their publication.
- (v) **Centre for National Trainings** – oversees domestic election training delivery, content management, outcome assessment and master-trainer development.
- (vi) **Centre for International Trainings** – spearheads international training programs and maintains a global election resource repository.

### **3. Position Details**

IIIDEM requires Program Officers to plan, execute, monitor and report on its national and global programs on various aspects of Democracy & Election Management,

coordinating with internal teams and external stakeholders to ensure timely and quality delivery.

<b>Position</b>	Program Officers
<b>Engagements</b>	On a rolling basis. The number of engagements will depend on requirement and the availability of suitable candidates.
<b>Duration</b>	Three (3) years initially, which can be renewed based on the requirement of IIIDEM.
<b>Place of posting</b>	IIIDEM Campus, Dwarka, New Delhi (full-time).
<b>Remuneration</b>	₹60,000 – ₹80,000 per month (consolidated). Annual increase of up to 10% linked to performance evaluation.
<b>Mode of engagement</b>	Contractual, through NISG (HR Service Provider of IIIDEM).

#### 4. Eligibility

##### Essential:

<p>A Master’s degree or equivalent in social sciences, public policy, public administration, development studies or management from a recognised University / Institution <b>AND</b></p> <p>Overall professional experience of minimum three (3) years in international development cooperation, governance, academics, training, research or related areas</p>
<b>OR</b>
<p>A Master’s degree in International Electoral Management and Practices (MIEMP), an approved program of ECI offered through TISS <b>AND</b></p> <p>Overall professional experience of minimum two (2) years in international development cooperation, governance, academics, training, research or related areas</p>
<b>OR</b>
<p>A Bachelor’s degree or equivalent in social sciences, public policy, public administration, development studies or management from a recognised University / Institution <b>AND</b></p>

Overall experience of minimum of five (5) years in international development cooperation, governance, academics, training, research or related areas the areas stated above.

### **Desirable**

- Applicants should have worked in a **national/ international level organization** with experience of managing programs and projects at national/ international level;
- Applicants should have worked as part of **Strategy and Program Management Unit** or part of the team assisting Senior Leadership team in program management.
- Demonstrated experience in tracking project progress, managing risks, and resolving and escalating issues and delays;
- Strong report-writing, documentation and presentation skills with experience in publicly funded, government or donor-funded projects;

## **5. Role & Responsibilities**

- **Program and project management:** Develop work plans, timelines for assigned programs; monitor quality issues and changes proactively.
- **Internal coordination:** Work across IIIDEM's Schools and Centres to keep activities moving, tracking inter-team dependencies and escalating bottlenecks.
- **External coordination and stakeholder management:** Liaise with States/UTs, Ministries, CEOs, EMBs, Embassies, International IDEA, academic bodies and other partners; support bilateral and multilateral engagements and MoU implementation.
- **Support to India's Chairship of International IDEA:** Help implement the thematic priorities AND assist in producing policy briefs, knowledge products.
- **Events, conferences and delegations:** Plan and organize seminars, studies, workshops, conferences and delegation visits, both online and offline.
- **Reporting, documentation and communication:** Prepare notes, progress dashboards and periodic reports for senior officers; maintain documentation and data integrity.

## **6. How to Apply**

Eligible candidates may apply through the IIIDEM / NISG official website.