JOB DESCRIPTION

Programme Manager – School of Electoral Laws (SEL)

Position Title	Programme Manager – School of Electoral Laws
Organization	India International Institute of Democracy and Election Management (IIIDEM)
Location	IIIDEM Campus, Dwarka, New Delhi
Employment Type	Contractual (Through NISG)
Annual CTC	Rs. 12 – 16 LPA (Inclusive of all benefits)
Number of Positions	1

ROLE OVERVIEW

The Programme Manager, SEL shall be responsible for planning, coordinating, monitoring and overseeing IIIDEM's academic, research and capacity-building work on electoral laws, constitutional provisions and landmark judicial pronouncements.

The incumbent will lead a team of Legal Researchers, Research Associates and Training Associates and provide strategic, operational and administrative support for the Master's programme on Electoral Law and Democratic Governance, certificate courses, capacity-building programmes on Model International Electoral Standards, training-material review, and allotted State thematic and comparative reports.

The position requires strong programme management, legal-research coordination and stakeholder management skills, along with the ability to work with law schools, universities, legal research institutions, EMBs and domain experts.

SCOPE OF WORK

- Lead planning, execution, monitoring and reporting of the School's academic, research and capacity-building programmes.
- Supervise and mentor Legal Researchers, Research Associates and Training Associates assigned to the School.
- Coordinate review of State thematic reports under allotted groups and comparative reports for allotted States/UTs.
- Drive development of Master's and certificate curricula in association with law schools and universities.
- Facilitate international conferences, seminars and workshops on electoral laws.
- Support other Schools and Centres in designing and updating legal components of their courses.

KEY RESPONSIBILITIES

Programme Planning & Management

- Lead end-to-end planning of capacity-building programmes on allotted Model International Electoral Standards and certificate courses.
- Develop curricula development schedules, review timelines and monitoring mechanisms.
- Ensure resource planning, risk management and issue resolution.

Team Leadership

- Manage, mentor and supervise a team of 2–3 Legal Researchers/Associates.
- Allocate theme and State ownership and monitor progress through review stages.

Stakeholder Management & Coordination

- Liaise with law schools, universities, legal research institutions, NLMTs, domain experts and State CEO offices.
- Follow up with States/UTs on thematic and comparative report review stages.
- Coordinate consultative workshops with legal experts and practitioners.

Key Internal Interfaces

- **Centre for National Training** — legal vetting and revision of training material for allotted domestic themes.
- **Centre for Research and Innovation** — editorial pipeline coordination for Group 2 and Group 3 thematic reports.
- **Centre for Global Programmes and International Training** — legal modules for MIES-based international capacity-building programmes.
- **Strategic Programme Management Unit** — review-stage progress reporting and curriculum approval tracking.

Academic & Research Programme Execution

- Oversee editorial review of allotted State thematic reports and comparative reports.
- Manage review and revision of training material for allotted domestic themes.
- Coordinate design and delivery of capacity-building programmes on electoral legal frameworks and political parties/candidates.
- Support development of the M.A. programme and certificate courses on electoral laws.

Reporting & Documentation

- Prepare concept notes, programme-level documents, curricula, research outputs, progress reports and dashboards.
- Maintain legal research repositories, case-law records and programme documentation.
- Present periodic updates to senior management.

Monitoring & Quality Assurance

- Monitor review and curriculum milestones against timelines.
- Identify risks in State submissions, expert availability and approvals, and recommend mitigation.

- Ensure legal accuracy, citation standards and adherence to institutional guidelines.

EDUCATIONAL QUALIFICATION

Essential

- Master's Degree in Law, Public Policy, Public Administration, Political Science, Governance, Social Sciences or related discipline from a recognized University/Institution; OR
- Bachelor's Degree in the above disciplines with significant relevant experience in legal research, academic programme management or institutional coordination.

Desirable

- **LL.B. or LL.M. from a recognised institution; prior experience of legal research, legislative drafting or electoral law analysis.**

EXPERIENCE REQUIREMENTS

- **Minimum 5–8 years of professional experience in the relevant domain, of which at least 2 years shall be in a supervisory capacity involving direct management of professional staff.**
- Experience in Programme Management, Legal Research Management, Academic Administration, Governance, Capacity Building or related areas.
- Experience of managing research or academic programmes.
- Experience in stakeholder engagement with legal institutions, government or academia.

REQUIRED SKILLS & COMPETENCIES

Leadership & Management

- Strong leadership and team management capabilities.
- Ability to supervise multidisciplinary teams and manage multiple priorities.

Communication & Coordination

- Excellent verbal and written communication skills.
- Strong interpersonal, negotiation and stakeholder management abilities.

Programme Management

- Strong planning, execution, monitoring and reporting skills.
- Ability to manage timelines, budgets, risks and deliverables.

Analytical & Problem Solving

- Strong analytical thinking and decision-making skills.
- Ability to identify implementation challenges and develop practical solutions.

Technical Skills

- Proficiency in Microsoft Office Suite, project management tools, dashboards and presentation software.
- Strong report writing, documentation and presentation skills.

KEY RESULT AREAS (KRAs)

- Timely editorial review of allotted thematic and comparative reports.
- Completion of training-material review for allotted domestic themes.
- Development of the M.A. programme and certificate courses on electoral laws.
- Delivery of capacity-building programmes on allotted Model Standards.
- Effective supervision of Legal Researchers and Associates.
- Conduct of conferences, seminars and consultative workshops.

KEY PERFORMANCE INDICATORS (KPIs)

KPI	Measurement Criteria
Review Delivery	≥ 95% allotted reports cleared through assigned review stages on time
Training Material Review	100% of allotted themes reviewed and finalised within timelines
Curriculum Development	Programme-level documents and syllabi completed against targets
Team Management	Effective supervision and performance of Legal Researchers/Associates
Stakeholder Coordination	Timely closure of State, NLMT and expert action points
Programme Execution	Successful delivery of assigned capacity-building programmes
Reporting & Documentation	100% submission of reports and dashboards
Knowledge Products	Working papers, policy briefs and case studies delivered
Risk Management	Timely identification and resolution of programme risks