

Consultant - Legal

Qualifications required:

Essential: Minimum qualification of a degree in Law from a recognized University; at least 2 - 3 years Post qualification experience of handling cases partially in District Court and High Court / Supreme Court.

Knowledge and skills:

- a. Capability to function collaboratively and productively, in multidisciplinary environment
- b. Ability to represent the organization in interactions with Central & State Government, and other stakeholders
- c. Track record of implementing innovative idea and schemes in day to day working.
- d. Ability and willingness to travel extensively.
- e. Interpersonal and management skills with ability to work in a deadline –driven environment.
- f. Possess team working capability
- g. Good Command over MS-Office/ internet
- h. Good communication skills in English and Hindi, both written and verbal.

Job Description:

- a. The Legal Consultant will assist Public Health Division in Ministry of Health & Family Welfare/ National Control Cell to give infrastructural support for handling issues related to law and policy to ensure effective implementation of the Tobacco Control Laws and Framework Convention on Tobacco Control.
- b. To assist in drafting of replies to various judicial cases and RTI applications related to tobacco.
- c. To pro-actively monitor all legal issues and judicial cases in the area of tobacco and assist in briefing the Senior Counsel about the cases.
- d. To maintain follow ups of all cases, cases files and tracking court hearings to ensure timely and effective action.
- e. To collate information on violation under the Tobacco Control Act and report the same.
- f. To network with related civil society groups and advocating for strong tobacco control policies.
- g. To undertake any other tasks and responsibilities assigned by the supervisor.

No. of Position: One

Remuneration: Commensurate with qualification/ experience

Period of Contract: 1 year

Location: Delhi

Applications must reach by 4 pm on **4th December 2013** by email to consultant.legal.2013@gmail.com or by post/by hand to HR Manager, NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067.

Please ensure to mention post applied for on the subject-line (in e-mail) and on the envelope (in post/by hand), without which applications will not be accepted.