



JOB ANNOUNCEMENT

Job Title: Documentation Assistant (Consultant)

Organization: Housing and Land Rights Network India

Location: New Delhi, India

Role: To assist the organization in documentation, file management, report preparation, and data entry.

Background: Housing and Land Rights Network (HLRN – www.hlrn.org.in) is a human rights organization dedicated to action for the recognition, defence, and full implementation of everyone's right to a secure place to live in peace and dignity. The organization uses the human rights framework to advocate for better international and national human rights instruments and standards in order to promote economic, social, and cultural rights, especially the human rights to adequate housing and land.

Requirements:

- A **graduate degree**, preferably in social sciences.
- Knowledge/Experience with non-governmental organizations (NGOs) is preferable.
- Experience with documentation, file management, and data entry is preferable.
- Fluency in **written and spoken English and Hindi**.

Primary Responsibilities:

- Documenting the activities and processes undertaken by HLRN.
- Managing data, information, and media related to HLRN's work.
- Data entry for work undertaken by HLRN.
- Preparing event and workshop reports, when needed.
- Assisting with office tasks, including reporting, and other administrative work.

Salary will be commensurate with qualifications and experience.

Interested candidates should send:

(i) a brief cover letter; and, (ii) curriculum vitae to: contact@hlrn.org.in

Only Indian citizens are requested to apply.