

**Executive Director**  
**Committee for Legal Aid to Poor**

**Profile of the Organisation:** CLAP, the acronym of Committee for Legal Aid to Poor, is a Non-Governmental Voluntary Organisation registered under the Societies Registration Act 1860 (Act XXII of 1860) of India. It is a legal service and advocacy organisation, which seeks to accomplish freedom, liberty, justice, equity and fair play for every individual in the society. For this purpose it promotes human right with dignity and democratic development.

CLAP got registered as a Society on November 18th 1982. It traversed a long journey for realisation of Human Rights through the means of law in India and observed Silver Jubilee of its existence in 2007. It is based in Cuttack City (the erstwhile capital city of Orissa) in the State of Orissa in India. It works in various states of India with primary focus on Orissa.

CLAP originated at a period of the history of modern India when promotion and protection of Human Rights hardly occupied a conspicuous space on the governance agenda. At that time promotion and protection of Human Rights was primarily largesse of the Government. Access to Justice for the poor in such a state of affair was hard to accomplish. Administration of Justice by the state was mostly confined to adversarial nature of dispute resolution where securing rights of poverty ridden populace was abysmally negligent. In this backdrop, the CLAP was formed as a legal entity to address the deep rooted persisting problems of injustice in the fabric of Indian society. The founders envisioned an organisation, which can substantially fulfil the voids in the system and promote good governance. The genesis of CLAP fulfilled a long required need of the Indian society in matters of Law and Justice for the disadvantaged.

CLAP enjoys the unique distinction of being the oldest law based Human Right Organisation in India. Even though charitable humanitarian voluntary service has a long pedigree in India, law based Human Right initiative had come to occupy a position only in the last quarter of 20th century. CLAP was the forerunner in this area and it has paved the way for promotion and protection of Human Right through the means of law. It acted as the pioneer organisation in this field and over the years created sustainable institutions and culture to promote and protect Human Rights.

CLAP is also considered to be one of its kind human right organisations, as it is driven by Gandhian Principles for realisation of Human Rights with Dignity in course of its effort. It strongly pursues the principles of Non-violence, Truth and Peace. It endeavours to establish a Sarvodaya order of society. More so it contributes to strengthening Democratic Governance through Rule of Law and Access to Justice. It renders legal aid to enable poor people to assert their right within the framework of constitutional governance.

**For more information about CLAP, Please visit website: [www.clapindia.org](http://www.clapindia.org)**

**Job Purpose:**

The Executive Director of CLAP is responsible for the successful leadership and management of the organization according to the strategic direction set by the Executive Committee of CLAP.

**Primary Responsibilities:** The Executive Director of CLAP performs the following primary responsibilities:

**Leadership:**

- Participate with the Executive Committee of CLAP in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Executive Committee of CLAP of internal and external issues that affect the organization.
- Act as a professional advisor to the Executive Committee(EC) of CLAP on all aspects of the organization's activities.
- Foster effective team work between the EC and the Executive Director and between the Executive Director and staff.
- In addition to the Chair of the EC, act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the EC as appropriate and jointly with the EC when appropriate.
- Represent the organization at community activities to enhance the organization's community profile.

**Operational planning and management**

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its clients, EC and Funders.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the EC and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the EC as appropriate.
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide support to the EC by preparing meeting agenda and supporting materials.

**Program planning and management**

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the EC.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

**Human resources planning and management**

- Make arrangement for recruitment, interview, selection, training of staff/volunteer/interns/consultant of the CLAP.
- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

### **Financial planning and management**

- Work with staff and the Finance Department to prepare a comprehensive budget.
- Work with the EC and get approval to secure adequate funding for the operation of the organization.
- Participate in fundraising activities of CLAP as appropriate and provide data and materials to fundraising authority of CLAP.
- Approve expenditures within the authority delegated by the EC.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the EC with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

### **Community relations/advocacy**

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals and objective of the organization.

### **Risk management**

- Identify and evaluate the risks to the organization's people (beneficiaries, staff, management, volunteers, Interns), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Executive Committee of CLAP and the organization carries appropriate and adequate insurance coverage.
- Ensure that the EC and staff understand the terms, conditions and limitations of the insurance coverage.

### **Qualifications**

### **Education**

- Post-graduate in Social Study.

### **Professional**

- LL.B. or Functional Literate in Law.

### **Knowledge, skills and abilities**

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations.
- Knowledge of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Knowledge of human resources management.
- Knowledge of financial management.
- Knowledge of project management.

### **Proficiency in the use of computers for:**

- Word processing
- Excel (Spreadsheet)
- Financial management
- E-mail
- Internet

### **Personal characteristics**

The Executive Director should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Beneficiaries Needs:** Anticipate, understand, and respond to the needs of internal and external beneficiaries to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.

- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

### **Experience**

- 5 or more years of progressive management experience in a voluntary or non-profit organization

### **Working Conditions**

- Executive Director usually works in an office environment, but the mission of the organization may sometimes take them to non standard workplaces.
- Executive Director works a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as EC meetings and representing the organization at public events.

### **Financial Benefit:**

- Negotiable.

### **Date of closing for apply of Post:**

- 5<sup>th</sup> of June, 2010.

***Only shortlisted candidate will call for formal interview. The Executive Committee of the Organisation has every right for cancellation and selection of any candidature.***