

JOB TITLE: Associate (PQE 2-3)

LOCATION: New Delhi

TEAM: Public Policy

POSITION SUMMARY:

As an Associate, you will be responsible for assisting in managing critical policy and advocacy projects, interaction with government stakeholders, conducting legal and regulatory research, and advising clients on the implications of new policies. The role involves extensive travel across India and requires superior research, analytical, and communication skills.

KEY RESPONSIBILITIES:

1. Policy Analysis & Advocacy:

- a. Monitor, analyze, and provide insights on public policy, legislative, and regulatory developments affecting key sectors.
- b. Interact with various ministries, regulatory bodies, and government agencies to advocate for policy reforms or client interests.
- c. Engage in extensive strategy development with the Team for servicing clients.
- d. Prepare and submit policy briefs, position papers, and consultation responses on behalf of clients.
- e. Prepare presentations on narratives and policy briefs on behalf of / for the clients.

2. Client Engagement:

- a. Work closely with clients to understand their policy and regulatory challenges, providing strategic advice and actionable solutions.
- b. Lead client meetings, provide updates, and ensure clear communication of progress on advocacy initiatives.
- c. Draft and review advocacy material such as policy memos, letters to policymakers, and briefing notes.

3. Research & Documentation:

- a. Conduct in-depth research on policy matters, legislative frameworks, and legal/regulatory precedents.
- b. Stay updated on emerging legal trends, court rulings, and government circulars that may impact various sectors.
- c. Draft clear, concise, and impactful reports, articles, and thought leadership pieces for both internal and external stakeholders.

4. Stakeholder Engagement:

- a. Procure meetings with relevant stakeholders as strategized with the Team.
- b. Build and maintain strong relationships with policymakers, government officials, industry bodies, and civil society organizations.
- c. Represent the firm at meetings, conferences, and public consultations across India.

5. Team Leadership:

- a. Supervise and mentor junior associates, interns, and researchers to ensure high-quality output.
- b. Collaborate across teams to provide cross-functional support on various projects.

6. Travel:

- a. Frequent travel across India to meet clients, attend government meetings, and represent the firm in policy forums.

QUALIFICATIONS:

- Bachelor's degree in Law from a reputed university in India. Preference would be given to candidates from National Law Universities.
- Minimum of 2-3 years of experience in a government think tanks, law firms, or policy advocacy organizations. Preference would be given to an applicant with experience in government relations, public policy, or a related field.
- Ability to conduct extensive research.
- Excellent written and verbal communication skills, with the ability to draft clear and persuasive materials.
- Strong understanding of the legislative and regulatory processes at the federal, state, or local level.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with advocacy or legislative tracking tools is a plus.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Ability to work independently as well as part of a team in a fast-paced environment.
- Demonstrated interest in and commitment to public policy and advocacy issues relevant to the organization.
- Willingness to undertake impromptu travel for work as and when required.

WORK ENVIRONMENT:

- Full-time position based in New Delhi.
- Extensive travel (pan-India) will be required for meetings and events, as deemed necessary by the Team.
- Standard office environment with occasional long hours as well as weekend work to accommodate deadlines.

TO APPLY:

Please submit your resume, cover letter to careers@plrchambers.com by 28th September, 2024. A cover letter, describing your interest in Public Policy and fitment with the qualifications and responsibilities outlined would be preferred.