

Notification of the Requirement – Legal Management Unit (APCFSS)

Organisation: Andhra Pradesh Centre for Financial Systems and Services (APCFSS), Finance Department, Government of Andhra Pradesh.

Designation and Requirements:

1. Program Manager / Project Lead – 01 Position
2. Senior Legal Analysts / Consultants (Legal) – 05 Positions
3. Junior Legal Analysts / Young Professionals (Legal) – 05 Positions
4. Data Analysts – 2 Positions

Location: Vijayawada, Andhra Pradesh.

Terms of Employment: The above positions are contractual and the period of engagement is initially for one year, extendable for another year based on requirement and performance.

Introduction:

In order to enhance the efficiency and effectiveness of the litigation management of Govt. of Andhra Pradesh, it is decided to establish a Legal Management Unit (LMU) in the Governance Consulting Wing of APCFSS, which would be tasked with handholding the adoption of On-line Legal Case Management System (OLCMS) across the departments of Government, implementing enhancements to OLCMS to increase its robustness, analysis of OLCMS data and facilitating its transformation as a true decision support system, development of SOPs for government litigation, increasing awareness of judicial / litigation protocols among the Government officials, understanding the points of failure in litigation management and addressing the same, etc.

The LMU shall be supported by an identified, professionally competent Legal Management Organisation (LMO), with deep academic interest and expertise in legal case management reforms with the governments, which shall be mandated with enhancing process, responsiveness and outcomes in legal matters with regard to the improvement in Public Service Delivery, Expenditure optimization and revenue augmentation.

Therefore, applications are invited from the eligible candidates for the following positions in the Legal Management Unit (LMU) of APCFSS.

1. Job Description for Program Manager / Project Lead – 1

Job Purpose: He/she would be leading the Legal Management Unit. The position will be responsible for coordinating the efforts of a team of professionals, overall project management and working with a range of government stakeholders in the Government of Andhra Pradesh

Qualifications: 1. LLB from a National Law University or any other premier law college 2. Chartered Accountant or Company Secretary

Experience Desired:

1. A minimum of 8 years of relevant work experience, in a law firm or on litigation in corporate companies or in research / policy organizations with sound knowledge and understanding of legal processes and legal framework
2. At least 1 year of experience in a leadership position where team size is at least 6 members.

Desired Profile:

1. Strong analytical and communication skills
2. Good interpersonal skills
3. Ability to work with strict deadlines
4. Deep passion to make an impact on public systems and society
5. Knowledge of Telugu would be an advantage.

Broad Responsibilities to be discharged:

1. Managing administrative and logistical needs of the project team
2. Regular meeting with the steering committee members to understand expectation, and get feedback on the project
3. Working actively with project team and an identified Legal Management Organization (LMO) in execution of deliverables
4. Ensuring project documentation and reporting is completed as per expectations and timelines
5. Preparing the team for review meetings and facilitating them
6. Any other responsibility assigned based on project requirements

2. Job Description for Senior Legal Analysts / Consultants (Legal) – 5

Job Purpose: He/she would be a member of the Legal Management Unit. The position will work closely with identified departments to understand their current practices of managing litigation, engage officials in re-engineering processes and develop resources to streamline responses/communication in the future.

Qualifications: LLB from a National Law University or any other premier law college

Experience Desired: A minimum of 5 years of relevant work experience, typically in law firm, litigation, in-house, or research / policy organization with sound knowledge and understanding of legal processes and legal framework.

Desired Profile:

1. Strong legal research and writing skills
2. Good interpersonal skills
3. Ability to work with strict deadlines
4. Deep passion to make an impact on public systems and society
5. Knowledge of Telugu would be an advantage

Broad Responsibilities to be discharged:

1. Planning appropriate methodology and timelines in consultation with an identified Legal Management Organization (LMO), Project Lead, and departments
2. Regular meetings and working closely with government officials to understand processes and practices in place
3. Proactively tracking tasks and project deliverables
4. Preparation of project reports
5. Working closely with Legal Management Organization (LMO) on project deliverables and reporting, and Guide the assigned junior members in their day to day tasks
6. Any other responsibility assigned based on project requirement

3. Job Description for Junior Legal Analysts / Young Professionals (Legal) - 5

Job Purpose: He/she will work closely with identified departments to understand their current practices of managing litigation, engage officials in re-engineering processes and develop resources to streamline responses/communication in the future. This position will report to Sr. Legal Analyst / Consultant (Legal)

Qualifications: LLB from a National Law University or any other premier law college

Experience Desired: Up to 2 years of relevant work experience, typically in law firm, litigation, in-house, or research with sound knowledge and understanding of legal processes and legal framework

Desired Profile:

1. Strong legal research and writing skills
2. Good interpersonal skills
3. Ability to work with strict deadlines
4. Deep passion to make an impact on public systems and society
5. Knowledge of Telugu would be an advantage

Broad Responsibilities to be discharged:

1. Carrying out legal research in consultation with Legal Management Organization (LMO), Project Lead, Consultant (Legal), and departments within timelines
2. Mapping current processes followed and resources used in government litigation by departments
3. Assisting in processes for project implementation and adoption
4. Preparation of legal templates and standard operating processes
5. Supporting preparation of project reports.
6. Any other responsibility assigned based on project requirements

4. Data Analysts – 2

Job Purpose: He/she will work closely with identified departments to understand their current practices of managing litigation, engage officials in re-engineering processes, carry out data analysis and generate various reports. This position will report to the Program Manager / Project Lead.

Qualifications: A graduate or postgraduate degree in any field with statistics / quantitative research methodology as one of the subjects.

Experience Desired: Up to 3 years of relevant work experience, in which data collation, cleaning and analysis was a major component.

Desired Profile:

1. Prior experience with STATA, R or any other data analysis program
2. Strong research and writing skills
3. Good interpersonal skills
4. Ability to work with strict deadlines
5. Deep passion to make an impact on public systems and society
6. Knowledge of Telugu would be an advantage

Broad Responsibilities to be discharged:

1. Collation, cleaning and analysis of data received from different departments/public entities
2. Analysing existing data templates and UI/UX of digital case management tool to identify gaps in data
3. Working closely with external stakeholders (i.e NIC and technical vendors)
4. Studying dashboards & MIS reports to suggest additional metrics for review
5. Preparation of project reports
6. Working closely with the project team and an identified Legal Management Organization (LMO)

Application Process:

- Curriculum Vitae with Covering Letter (Maximum of 3 Pages)
- Write up on the candidate's understanding of Governmental legal Structure, Practices and experience in managing litigation effectively. (Maximum 1000 Words, excluding relevant charts and tables, if any).
- A brief presentation (PPT) on the above write-up (with analytical and Statistical diagrams / charts etc.).

Applicants will be shortlisted based on the merit of their application. Shortlisted applicants will be invited for an interview. The interview slots will be scheduled in consultation with the shortlisted applicants and the availability of the interview panel members.

The Government of Andhra Pradesh reserves the right to defer the process of filling the positions if it does not find suitable candidates during the selection process.

How to Apply

Interested candidates can e-mail a Cover Letter, describing their suitability along with their CV, Write up and Presentation to **careers@apcfss.in**. The Subject Line shall be as follows: '**Application for LMU Positions – <Position Name>**'

Please feel free to send your queries, to **careers@apcfss.in**. Generally, all queries will be answered within two working days. For detailed information, please visit APCFSS' website: <https://apcfss.in/>

All the above three documents (Curriculum Vitae, Write up and Presentation, in the same order) should be uploaded.

Timelines:

The tentative timelines are as follows, which may change subject to administrative exigencies and number of applications received:

1. Deadline for Receipt of Applications: 15 days from the date issue of the advertisement
2. Interview Call for Shortlisted Candidates: Within 7 days from the last date of receipt of application.
3. Interviews for Shortlisted Candidates: Within 14 days from the last date of receipt of application.
4. Announcement of Selected Candidates: Within 21 days from the last date receipt of application.
5. Joining Date: Within one or two months from the issue of letter of selection.