

**Field:** Policy/Urbanization  
**Name:** Janaagraha Centre for Citizenship and Democracy  
**Location:** Bangalore, India  
**Name of Positions:** PROOF Support Executive  
UCB Support Executive  
Legal Support Associate

**Brief Description of Organization:**

Janaagraha is a non-profit organization based in Bangalore, India. It works with citizens and the government to improve the quality of life in Indian cities and towns. The term 'quality of life' as defined by Janaagraha has two distinct and inter-related aspects. The first examines 'quality of urban infrastructure and services' - the quality of urban amenities, i.e., roads, drains, traffic, transport, water supply, etc. The second aspect is the 'quality of citizenship' - the role that urban residents play by participating in civic issues.

**Information specific to the internship:**

**PROOF (Public Record of Operations and Finance) Support Executive**

*Skills Required*

- Understanding of public policy and governance concepts such as decentralization, federalism and public accountability
- Ability to read and interpret finance, policy and research documents relevant to municipal finance and governance
- Basic skills in financial analysis using spreadsheets and interpretation of financial data
- Familiarity with/savvy for/inclination towards use of internet as a vehicle for social transformation
- Working knowledge of finance and accounting and/or a background in economics/public policy/public finance would be an added advantage
- Excellent written and oral communication skills in English

*Primary Responsibilities*

1. Assisting the PROOF Coordinator in execution of topical short-term assignments on municipal finance. Short term assignments envisaged at present include:
  - *International peer benchmarking of Municipal financial governance and practices in India. This would involve comparative study of certain key aspects of financial governance at the city/urban local self-government level in India vis-à-vis international best practices.*
  - *Study of differences in legal and policy framework around local self-governments and other urban service providers. Cities in India are characterised by multiplicity of agencies rendering urban services comprising the local self-government as well as several 'parastatal agencies' which are generally created by laws/notifications of State Governments. This study would understand and document differences in the governance framework around these and resultant impact on citizen participation, accountability and decentralisation, as parastatal agencies do not have the elected representative element to them.*
  - *Comparative financial analysis of municipal accounts/finances of select cities in India with qualitative commentary on underlying themes, issues and recommended solutions.*
2. Assisting the PROOF Coordinator by performing assigned tasks forming part of certain current/medium term agenda items of PROOF such as the online presence of PROOF, collaboration with the Government of India on municipal accounting, reporting and auditing reforms and compilation of ward level financial information.

3. Assisting to put together presentations or other deliverables required for internal/external meetings and discussions on PROOF's agenda

### **UCB (Urban Capacity Building) Support Executive**

#### *Skills Required*

- Passion for contributing to social causes along with an open mind & a strong urge to learn
- Ability to assimilate & analyze concepts & abstract them to apply to real-life situations; skills for essential computing & communication (with the help of widely used technologies)
- Sensitivity to working in a multi-cultural environment & a knack to work independently & / or with a team
- Earnestness & discipline to be able to meet deadlines.

#### *Primary Responsibilities*

1. Creating a comprehensive body of knowledge for understanding the real issues, challenges & problems of urbanization
2. Ideating for & advocating rational, equitable, scientific & technological measures / solutions to effectively deal with these problems & challenges
3. Sensitizing, enabling, empowering key stakeholders (individual / institutional) through customized inputs for developing their pertinent capacities
4. Creating / facilitating opportunities for individual / community action on-the-ground

### **Legal Support Associate – Advocacy Program**

#### *Skills Required*

- Ability to source and navigate through multiple legal documents/ websites/ databases
- Familiarity with comparative legal thought processes
- Should be able to collate and process information from different sources
- Good analytical skills required
- Mastery over communication skills is a must

#### *Primary Responsibilities*

1. Research issue-relevant legal data and provide the same for topical references
2. Coordinate and collaborate between various internal and external agencies for legal deliverables
3. Track, maintain and assess legal documentation for the organization
4. Analyze, critically assess and address issues within various projects that require legal information

#### **Schedule:**

Internships are from 1st June - 31st July 2012.

#### **Stipend:**

Interns are given assistance with room and board. Weekly Kannada (local language) speaking classes are open to all interns and volunteers.

#### **Contact:**

Sapna Karim - HR Manager ([volunteer@janaagraha.org](mailto:volunteer@janaagraha.org); [sapna@janaagraha.org](mailto:sapna@janaagraha.org))

#### **Website:**

<http://www.janaagraha.org/>