



NATIONAL BIODIVERSITY AUTHORITY
(GOVERNMENT OF INDIA)

TICEL Bio Park 5th Floor, CSIR Road, Taramani, CHENNAI – 600 113
Phone: 044-22542777, 22541075, 22541082

National Biodiversity Authority (NBA) is a statutory and autonomous body of the Ministry of Environment, Forest & Climate Change (MoEF&CC), Government of India (GoI), established as per Section 8 of the Biological Diversity Act, 2002 and is having its Head Office at Chennai. The Authority is implementing a project “**Capacity Building Towards Implementing the Nagoya Protocol on Access and Benefit Sharing, the City Biodiversity Index and the Strategic Plan for Biodiversity**” in partnership with ASEAN Centre for Biodiversity (ACB), Philippines.

Background

The Capacity Building towards Implementing the Nagoya Protocol on Access and Benefit Sharing, the City Biodiversity Index and the Strategic Plan for Biodiversity is an initiative to collaborate in common areas of interest in biodiversity conservation between ASEAN Member States (AMS) and India. Experts from these countries will exchange experiences and share lessons through participation in various activities planned to be implemented by the National Biodiversity Authority (NBA) of India and the ASEAN Centre for Biodiversity (ACB).

Objective :-

The project aims to complement priorities, expertise and interests on biodiversity and development between NBA and ACB through implementation of collaborative activities on specific thematic concerns; Nagoya Protocol on ABS, City Biodiversity Index and Strategic Plan for Biodiversity.

Components :-

- Supported AMS-India on Implementation of Nagoya Protocol on Access and Benefit Sharing
- Increased awareness of the city officials on the importance and value of urban biodiversity conservation.
- Capacity Building on Achieving the Aichi Targets

Applications are invited for the following Positions and the ToRs are as follows:

Position Summary

Post Title	Project Manager / Computer Assistant
Organization	NBA, Chennai
Age	Up to 62 years
Duty Station	NBA, Chennai - 600 113
Type of position	Contractual
Duration	One year (extendable based on the performance)

1. PROJECT MANAGER (One)

In order to assist NBA-ACB Cooperation project, applications are invited from the Indian citizens for the position of Project Manager purely on temporary basis.

a. Scope of the assignment

The Project Manager assumes overall responsibility for the successful operationalization of the NBA-ACB Cooperation Project as per the planned components and outputs. While undertaking such responsibilities he/she shall follow procedures in vogue at NBA. The terms of reference (ToRs) and qualification required are given below.

Terms of Reference

The Project Manager (PM) will work under the supervision of the National Project Director (NPD) and perform the following duties:

- Assist the NPD in the implementation of the project in organizing the PSC, PMU and other meetings;
- Coordinate with ACB Project Coordinator on the implementation of project activities between ASEAN and India particularly in maintaining effective communication with ASEAN countries, ACB and ASEAN secretariat;
- Prepare detailed work plan and budget under the guidance of the NPD;
- Undertake identification of consultants and experts, and supervise their performance, prepare and oversee the development of ToR for Project consultants and supporting staff;
- Organise capacity building workshops and training programmes for ASEAN countries;
- Publish awareness material related to ASEAN Biodiversity;
- Manage the Project Finance;
- Overall management of Project, ensuring that all the activities are carried out on time and within budget to achieve the stated outputs;
- Prepare overall progress and financial reports and timely submit to ASEAN Secretariat; and
- Manage the day to day activities of the project.
- Any other work assigned by Chairperson / Secretary, NBA.

b. Required Expertise

- Masters or Ph. D in Environment /Life Science/Agriculture/Forestry
- 10 years of experience in project management and implementation especially relating to biodiversity / environment / and Information system
- Good communication and computer skills

c. Remuneration

The remuneration of the Project Manager will be in the range of Rs. 80,000 - 1,00,000 per month (Consolidated) subject to TDS at the rates applicable. Remuneration being consolidated amount is payable at the end of the month irrespective of the fact whether the month consists of 28/29/30/31 days and TDS at the rates applicable will be deducted from the payment.

2. Computer Assistant (One)

The Computer Assistant should work under the overall guidance of the NPD and PM and carryout the following activities:

- Assist PM in preparation of the different documents reports, literature and communication with different ASEAN countries and ASEAN secretariat;
- Design a database for the Project and Database Management
- Collect, collate and dissemination of information related to the project.
- Preparation of statistical charts, reports, tables as required.
- Designing Publications and preparation of reports, manuals related to Biodiversity.
- Creation of data bank on ABS.
- Administrative support
- Assist in maintenance of website;
- Edit reports and other documents for correctness of form and content;
- Full compliance with Govt. of India rules on regulations of financial processes, financial records and audit follow up
- Implementation of effective internal control framework
- Monitoring cash flow, preparing income statements, balance sheets and budgets complying with regulatory requirements and overseeing accounting and auditing
- Knowledge of accounting principles and methods with the ability to apply such knowledge to the accounting and project functions
- Working knowledge of computerized accounting (tally software) spreadsheet and word processing package, financial practices and procedures applicable to the project implementation
- Any other duties assigned by the NPD and PM.

b. Required Expertise

- Graduate in Computer Sciences / Commerce and allied disciplines
- Knowledge in Accounting software preferably TALLY ERP9
- Fluency in written and spoken English
- Outstanding time-management, organizational and inter-personal skills
- At least 4-years of experience in the DTP related work

c. Remuneration

The remuneration of the Computer Assistant will be in the range of Rs. 40,000 – 50,000 per month (Consolidated) subject to TDS at the rates applicable. Remuneration being consolidated amount is payable at the end of the month irrespective of the fact whether the month consists of 28/29/30/31 days and TDS at the rates applicable will be deducted from the payment.

GENERAL INSTRUCTIONS

I. Terms & Conditions

- a. The position shall be full time and place of work shall be office of the NBA, Chennai.
- b. The offer will be purely temporary and initially **for a period of one year (extendable based on the performance)**. However, depending upon the work schedule and performance of the individual, the period of engagement may be extended / curtailed with the approval of the Chairperson, NBA or the Competent Authority.
- c. The Authority reserves the right to screen and call only such candidates who are found prima facie suitable for being considered by the Screening Committee. Mere fulfilling of the norms will not automatically entitle a candidate to be called for interview.
- d. The selected candidate should not take up any other assignment during the period of his / her engagement with NBA-ACB Cooperation Project.
- e. The person may have to undertake tours as and when directed by the Chairperson, NBA and travel entitlements shall be specified in the offer letter through service contract. However, no TA/DA shall be admissible for joining the assignment or on its completion.
- f. The final outcome of any paper / guidelines / report / notes / briefs etc. prepared by the candidate will become the property of NBA. No authorship / copy right can be claimed on any written report / material prepared by him/her automatically.
- g. The Authority reserves the right to reject all or any application received for the position without assigning any reason.
- h. In case of any dispute about the interpretation of any point / clause / condition / rule, etc. the decision of the Chairperson, NBA shall be final.

II. How to apply

- a. The eligible and willing candidates should download the prescribed application format from www.nbaindia.org web site.
- b. The application should bear the signature of the applicant along with the recent passport size photograph.
- c. After filling up the application with details, rename the file with the applicant's name, take a print/hard copy of application format and duly sign it with date.
- d. The softcopy of the application form should be sent to the email id: jobs@nbaindia.in.

- e. The signed hard copy of application should be submitted to **“The Administrative Officer, National Biodiversity Authority, TICEL Bio Park 5th floor, CSIR Road, Taramani, Chennai – 600 113”** on or before **20th April, 2018 by 5:45 PM** along with following enclosures:
- a. Detailed bio-data
 - b. Latest passport size photograph
 - c. Self attested copies of documents / testimonials in support of
 1. age
 2. qualification, computer skills
 3. experience
 4. employment certificate(if any)
 5. special trainings attended (if any)
 6. published papers/reports/articles in relevant areas (if any)
 - f. If applications are incomplete, or without applicant’s signature or not in prescribed format the same will be rejected and no correspondence in this regard will be entertained.
 - g. The applicants may have to produce the original documents / testimonials in support of age, qualification, experience etc, for verification when called for interview by NBA.
 - h. No correspondence regarding the stage / processing of applications will be entertained from the candidates. Canvassing, in any form, will disqualify the candidate.

The Administrative Officer,
National Biodiversity Authority,
TICEL Bio Park 5th Floor,
CSIR Road, Taramani,
Chennai – 600 113



NBA-ACB Cooperation Project “Capacity Building Towards Implementing the Nagoya Protocol on Access and Benefit Sharing, the City Biodiversity Index and the Strategic Plan for Biodiversity”

Annexure

STAFF RECRUITMENT

Post Applied for _____

(TO BE FILLED IN BLOCK LETTERS (1-6))

For Office Use:

Application No.:.....Date.....

verified by:.....

Remarks:.....

Affix Latest
Passport Size
Photograph

1.	Name in Full (Shri/Smt/Ms)						
2.	Father/Husband Name (Optional)						
3.	Date of Birth & Age						
4.	Nationality						
5.	Address for Correspondence						
6.	Telephone No. & Mobile No.						
7.	Email						
8.	Permanent Postal Address						
9.	Gender						
10.	Marital Status						
11.	Educational Details (Diploma/UG/PG/Ph.D., Details)						
Sl.No	Qualification	Course/Subject	University / Institution	Year of Passing	% of Marks	Division/Class	Remarks

12. Computer Skills : (Packages known to operate)

13. Work Experience :

Sl.No	Organization	Period		Nature of Work / Supervisory Position held / Topic of assignment	Salary Per annum / fees received	Remarks / (Reason for leaving, if applicable)
		From	To			

14.	Have you any objection to our making inquiries with your present employer?	Yes	No
15.	Have you ever been in Government employment? If so, please provide details.	Yes	No
16.	Have you ever been arrested, indicted or summoned into Court as a defendant in a Criminal Proceeding, or Convicted, Fined or Imprisoned for the violation of any Law. If yes, give full particulars.	Yes	No

17. Please mention core areas of proficiency:

18. Language Skills :-		Mother Tongue :	
Other Languages	Read	Write	Speak

19.	Reference (Attach two letters in original):
Reference 1	
Reference 2	
20.	Details of outstanding work, if any, done in the past:
21.	Awards/Rewards/Appreciation letters received, if any, (Please attach copies):
22.	Please mention the title of Books/project reports/concept papers/approach papers that have been prepared in the past and other relevant details (year of submission/publication/institution details) (applicable for the post of Project Manager only):
23.	Please write about yourself in not more than 750 words, and also state the reasons for considering your candidature for the position applied for
24.	Any other information :

Declaration:

I hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or there is any material omission made on a Personal History Form or other document requested by the Organisation, my candidature/engagement is liable to be cancelled / terminated, at any stage, without notice or any compensation in lieu thereof.

* Total no. of pages submitted including application format

(Signature of the candidate with date)

N.B: The applicants will be requested to supply documentary evidence in support of the statements made in the application form as above. The applicants need not submit the originals, texts of reference or testimonials unless they are obtained for the sole use of the Organisation.

List of Enclosures

To

The Administrative Officer
National Biodiversity Authority,
5th Floor, TICEL Bio Park,
CSIR Road, Taramani,
Chennai – 600 113.