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|  | **NATIONAL BIODIVERSITY AUTHORITY**  **GOVERNMENT OF INDIA**  5th Floor, TICEL Bio Park, CSIR Road, Taramani, Chennai – 600 113  Ph: 044-2254 2777 Fax: 044-2254 1200 |
| **Call for Applications**  **National Biodiversity Authority (NBA)**, a Statutory and Autonomous body established under the Biological Diversity Act, 2002. NBA has established a Centre for Biodiversity Policy and Law (CEBPOL) as a joint initiative under the Indo-Norwegian Cooperation in the field of Biodiversity Policy and Law and **the period of the project is upto December 2016.** Applications are invited from individuals in India for the position of:  **1. Programme Manager (Code: CP-PM)**  For the eligibility criteria, scope of work and other terms and conditions, interested applicants may refer to our website:  **www.nbaindia.org.** The last date/ time for the receipt of applications addressed to The Administrative Officer,National Biodiversity Authority, TICEL Bio Park 5th Floor, CSIR Road, Taramani, Chennai – 600 113 in the prescribed format along with self attested copies of all supporting documents/testimonials will be **30th APRIL 2015 before 5.45 P.M.**  **Administrative Officer, NBA** | |



**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)** isa 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 has established the Centre for Biodiversity Policy and Law (CEBPOL) as a joint centre under the Indo-Norwegian cooperation in the field of Biodiversity Policy and Law with mandate to focus at national, regional and global levels. The period of project is upto December, 2016.

CEBPOL Background

Under this cooperation, the CEBPOL programme would focus on the following areas:

* To provide professional support, advice and expertise to the Government of India and Norway on a sustained basis on matters relating to biodiversity policies and laws at the national level, as well as in international negotiations relating to biodiversity in multilateral forums.
* To develop professional expertise in biodiversity related policies and laws, *inter alia* through encouragement of research, development and training in matters relating to Convention on Biological Diversity, as well as its interface with other multilateral environment agreements and United Nations bodies.
* To develop and implement an array of capacity building programmes through multidisciplinary research and customize training programmes for a wide range of stakeholders focusing on human resource development.
* To facilitate interactive information sharing through web conferencing, web seminars and virtual meetings involving relevant research centres and environmental law associations within India, Norway and other countries where such expertise is available.
* To develop India as a regional and international resource Centre for Biodiversity Policy and Law through provision of training and human resource development.

**Applications are invited for the following Position and the ToR is as follows:**

1. **PROGRAMME MANAGER (Code : CP – PM)**

In order to assist CEBPOL programme, applications are invited from the individuals in India for the position of Programme Manager purely on temporary basis.

**Position Summary**

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| Post Title | **Programme Manager** |
| Organization | CEBPOL at the Premises of the NBA, Chennai |
| Pay and Pay range | Pay Rs.85,000/- p.m  (Pay range from Rs.85,000 to Rs.1,00,000) |
| Age | Upto 62 years |
| Duty Station | NBA, Chennai – 600 113 |
| Type of position | Contractual |
| Duration | One year (extendable based on the performance) |

**a. Scope of the assignment**

The Programme Manager assumes overall responsibility for the successful operationalization of CEBPOL activities as per the planned outputs. While undertaking such responsibilities he shall follow procedures in vogue in NBA. The terms of reference and qualification required are given below.

**Terms of Reference**

* Provide professional support, advice and expertise on biodiversity policies and laws related issues;
* Undertake collaborative research in the identified thematic areas of biodiversity policy related issues between Norwegian Environment Agency (NEA) and NBA;
* Execute short and long term training courses and sensitization programmes for various target groups.
* Engage Programme Managers, policy analysts, legal experts, fellowships and interns for providing inputs in the training, research, education, and analysis and awareness activities;
* Prepare the draft position papers on various aspects relating to biodiversity policies and law for national / international meetings and negotiations;
* Work towards establishment of appropriate linkage with other similar centres / institutions both nationally and internationally for developing collaborative programmes and academic exchange in furtherance of the objectives of CEBPOL;
* Lead and / or facilitate publication of periodical newsletters, books, booklet, fact sheets etc to disseminate information on biodiversity policy and law;
* Develop expertise and network for the Centre through collaborative research and training in matters relating to CBD and multilateral environment agreements;
* Develop CEBPOL as a regional and international resource Centre for Biodiversity Policy and Law;
* Organize web conferencing, webinars and virtual meetings with the experts from different countries / research centre’s on biodiversity and policy issues;
* Facilitate supervise and coordinate the CEBPOL related activities to ensure its results are in accordance with the programme document; assume primary responsibility for daily programme management - organizational and substantive matters – budgeting, planning and general monitoring of the programme;
* Ensure adherence to the programmes, work plan, prepare revisions of the work plan, if required;
* Assume overall responsibility for the proper handling of logistics related to programme workshops and events by interacting with the service providers;
* Monitor the expenditures, commitments and balance of funds under the programme budget lines, and draft programme budget revisions; ensure technical and financial (including audit) reporting as per guidelines provided;
* Ensure financial delivery targets are achieved as set out in the agreed annual work plans, reporting on Programme funds and related record keeping;
* Ensure collection of relevant data necessary to monitor progress against indicators specified in the Annual Work Plan (AWP) jointly agreed with Norway;
* Ensure timely submission of annual work plan, quarterly and annual progress report and financial reports;
* Assist NBA in conducting Programme Steering Committee meetings and other Programme related meetings;
* Any other work assigned by Chairman / Secretary, NBA.

**b. Qualifications and skills**

Doctoral Degree in the field of Science / Life Sciences / Social Science / economics / development/International policy with focus on natural resource management or Master Degree in Law/ Masters degree in Business Administration or related discipline.

**Experience (Essential)**

* At least 3 years experience in Programme management / Policy / Project formulation and organizational skills.
* At least 2 years of working experiences in the area of biodiversity / environmental policy related issues and Multilateral Environmental Agreements.
* Peer-reviewed referred publications in the area of biodiversity / environment / law / management/ related policy research.
* Adequate computer literacy, experience in organizing video conferencing and skill in information dissemination will be an advantage.
* Experiences in Government Rules and Administrative procedures are desirable.

**Experience (Desirable)**

* At least 7 years experience in Programme management / Policy / Project formulation and organizational skills.
* At least 5 years of working experiences in the area of biodiversity / environmental policy related issues and Multilateral Environmental Agreements.

**c. Age Limit**

The maximum age limit for applying is 62 years as on the last date prescribed for the receipt of the applications.

**d. Remuneration**

The remuneration of the Programme Manager will be **Rs.85,000/-** 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.

**I. Terms & Conditions**

**GENERAL INSTRUCTIONS**

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 Chairman, NBA - 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 CEBPOL.

e. The person may have to undertake tours as and when directed by the Chairman, NBA and travel entitlements shall be specified in the offer letter. 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 Chairman, NBA shall be final.

**II. How to apply**

a. The eligible and willing candidates should download the prescribed application format from [www.nbaindia.org](http://www.nbaindia.org/) web site.

b. The application should bear the signature of the applicant along with the scanned copy of 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**.](mailto: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 30.04.2015 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

**CENTRE FOR BIODIVERSITY POLICY AND LAW (CEBPOL)**



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| Annexure | | | | | | | | |
| **CEBPOL STAFF RECRUITMENT** | | | | | | | | |
| **Post Applied for Position Code:** | | | | | | | | |
| **(TO BE FILLED IN BLOCK LETTERS (1-6) DULY TYPED\*** | | | | | | | | |
| **For Office Use:**  Application No.:………………………Date…...………………… Affix Latest  Passport Size  verified by:…….…………………………….. Photograph  Remarks:…………………………………………..………........... | | | | | | | | |
| 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 |
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| 12. | Computer Skills | | | | | | | | | | | | |
| Sl.No | Qualification | Course/Subject | | | University /  Institution | Year of  Passing | % of  Marks | | | Division/Class | | | Remarks |
|  |  |  | | |  |  |  | | |  | | |  |
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| 13. | Work Experience | | | | | | | | | | | | |
| Sl.No | Organization | Period | | | Nature of Wok /  Supervisory Position held / Topic of assignment | | Salary Per annum /  fees received | | | | Remarks / (Reason  for leaving, if applicable) | | |
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| 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** | | | | |
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| 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 Programme Manager and Consultants 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)

**\*Handwritten applications not in prescribed format will be rejected**

**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.

To

**The Administrative Officer**

National Biodiversity Authority,

5th Floor, TICEL Bio Park, CSIR Road, Taramani,

Chennai – 600 113.