

**UNEP-GEF project titled “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions”**

<b>Position</b>	<b>State Project Coordinator (One)</b>
<b>Duty Station</b>	State Project Unit (SPU), Office of the Tripura Biodiversity Board
<b>Mode of Employment</b>	As per terms of contract
<b>Duration</b>	December 2017 as of now.
<b>Consolidated Remuneration (all inclusive) per month (subject to TDS) @ Rs 30000/-</b>	
<b>Procedure of applying</b>	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

**Scope of work :** Under the overall guidance of the Member Secretary (MS), Tripura Biodiversity Board (TBB) of the project on “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions” the State Project Coordinator will be responsible for implementing the activities of the project and perform the below mentioned activities:

**Duties and responsibilities**

- Assist the TBB/SPU in the implementation of the Project
- Assist in organizing the State Project meetings
- Assist in preparation of detailed work plan for the state under the guidance of the MS, TBB.
- Maintain effective communication with the relevant authorities, institutions and government departments at State level under direction of MS, TBB
- Coordinate the overall project activities in the state ensuring that all the activities are carried out on time and within the budget to achieve the stated outputs
- Prepare and submit regular progress and financial reports
- Coordinate the activities of the Biodiversity Management Committees (BMCs)
- Support the activities of BMCs with the help of Technical Support Group at district level
- Maintain relations with district administration and district level officials connected with the project activities under direct guidance of MS, TBB.

- Undertake field tours to monitor and supervise the activities related with implementation of the Projects and other TBB tasks.
- Manage the day to day activities of the project in the state
- Perform any other duties assigned by the Member Secretary, TBB.

### **Reporting**

- Prepare quarterly, six monthly and annual work plans
- Prepare brief monthly updates on the project progress and draft project interim and final reports

### **I. Qualification Required**

- Masters Degree in Forestry/ Agricultural Sciences/Horticultural Sciences/ Natural Sciences/ Life Sciences/ Environmental Sciences with proven experience in project implementation and management
- 5 years proven experience and knowledge in implementing and coordinating biodiversity/forestry/ wildlife related projects/ activities/ schemes.
- Fluency in written and spoken English.
- Proficiency in Regional local language.
- Knowledge in computer skills, data management, DTP etc.
- Adequate experience in drafting rules and regulations, tender procedures etc.
- Willingness to tour extensively.

**AGE: 45 YEARS ON THE CLOSING DATE OF APPLICATION**

**UNEP-GEF project titled “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions”**

<b>Position</b>	<b>Finance Assistant (One)</b>
<b>Duty Station</b>	State Project Unit (SPU), Tripura Biodiversity Board
<b>Mode of Employment</b>	As per terms of contract
<b>Duration</b>	December 2017 as of now.
<b>Consolidated Remuneration (all inclusive) per month (subject to TDS) @ Rs 19000/-</b>	
<b>Procedure of applying</b>	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

**Scope of work :** Under the overall guidance of the Member Secretary (MS), Tripura Biodiversity Board (TBB) of the project on “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions” and under the direct supervision of the MS, TBB, State Project Coordinator the Finance Assistant will undertake the following activities :

**Duties and responsibilities**

- Provide logistical support to the MS and State Project Coordinator and project consultants in conducting different project activities (trainings, workshops, stakeholder consultations, arrangements of study tour, etc.);
- Organize control of budget expenditures by preparing payment documents, and compiling financial reports;
- Maintain the project’s disbursement ledger and journal;
- Maintain files with project documents, expert reports;
- Upkeep regular contact with TBB/SPU to inform them about the project details and changes;
- Perform financial duties as requested by the MS/ Project Coordinator;
- Assist the procurement of services and goods under the project;
- Any other work assigned by the Member Secretary/SPC

**Required Expertise**

- Graduate degree in commerce
- Experience in adopting Government rules and accounting procedures
- Fluency in written and spoken English.
- Proficiency in Regional local language.

- Outstanding time-management, organizational and inter-personal skills.
- At least 4 years experience in financial management.
- Excellent computer literacy relating to accountancy/Tally.
- Preference will be given to qualified residents of the respective states.

**AGE: 45 YEARS ON THE CLOSING DATE OF APPLICATION**

## APPLICATION FOR THE POSITION

(Information at Sl.1 to 6 are to be filled in block letters. Please answer each question clearly and completely)

1. Name in Full :
2. Father'/Husband Name (optional) :
3. Date of Birth & Age :
4. Nationality :
5. Mailing postal address :  
(with Tel./Mob. No. and E-mail address)
6. Permanent postal address :
7. Sex :
8. Marital Status :

Affix Passport  
Size  
Photograph

9. Educational Qualification: (Degree / Diplomas / Post graduation / Ph.D's)

Sl. No.	Qualification / Course / Subject	University/ Institute	Year of Passing	%age of Marks obtained / Division / Class	Remarks

10. Work Experience

S. No.	Organization/ Institute/ Company	Period		Nature of work/ supervisory position held	Pay/ drawn	Remarks
		From	To			

11. Have you any objection to our making inquiries with your present employer?

12. Have you ever been in Government employment?

13. Please mention core areas of proficiency :

14. Knowledge of languages :

(i) Mother Tongue :

(ii) Languages Known :  
(Read, Write, Speak/Understand)

15. Reference (attach two in original) :

(i)

(ii)

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.

17. Details of outstanding work( if any) done in the past:

18. Awards/Rewards/Appreciation letters received, if any (Please attach copies)

19. 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)

20. Please write about yourself in not more than 750 words, and also state the reasons for considering your candidature for the position applied for :

21. Any other information :

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)

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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

<b>INSTRUCTIONS TO THE APPLICANTS</b>
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1. The application should be sent in the format prescribed in Annexure alongwith the detailed bio-data, resume of work done and papers published alongwith a photograph and attested copies of documents/ testimonials in support of age, qualification, experience, computer skills gained and No-objection Certificate from employer if applicant is employed to

**“THE MEMBER SECRETARY,  
TRIPURA BIODIVERSITY BOARD**

2. The Offer will be purely temporary and initially for a period mentioned in the advertisement. The persons engaged cannot claim any permanent postings in Tripura Biodiversity Board/NBA/UNEP/GEF.
3. The MS, TBB reserves the right to terminate the services of the personnel engaged. Canvassing in any form will disqualify the candidate.
4. The other terms and conditions regarding employment will be prescribed in the service contract.

**Member Secretary, Tripura Biodiversity Board**