

Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra (Mangrove Foundation)

TERMS OF REFERENCE

Title of the Position	Civil Engineer
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 40,000/- per month (consolidated)
Headquarters	Mumbai
Nature of Engagement	Temporary, on contractual basis
Duration	1 Year (extendable, based on performance)
Duty Station	Mumbai

BACKGROUND

To achieve the goals of coastal and marine biodiversity conservation in Maharashtra, a dedicated institution, the Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra (or Mangrove Foundation) has been established by the Government of Maharashtra to focus on research and education, livelihood development, ecosystem conservation, policy development and interventions enabling participatory conservation of this unique ecosystem.

The foundation has the following specific objectives:

1. To protect, preserve, conserve, regenerate, restore, enrich and maintain the biodiversity of coastal, island, wetland and marine, having direct or indirect impact on human life.
2. To promote livelihoods, culture, socio-economic development such as ecotourism and rights of communities dependent on these ecosystems.
3. To build research and academic capacity in the field of coastal, island, wetland and marine ecosystems that will inform policy-making, act as a repository of information and build the foundation for capacity building and welfare programs.
4. To contribute to the overall goal of coastal, island, wetland and marine conservation and be recognized as an institute of repute in the above said themes.

JOB DESCRIPTION

The Civil Engineer shall support the Mangrove Foundation in all technical aspects of civil construction and related works required for completion of various interventions undertaken by the Foundation.

DUTIES AND RESPONSIBILITIES

- Carry out site inspection and surveys, for selection of the most suitable sites for activities approved and finalized by the Joint Director and Executive Director of the Foundation.
- Support the Foundation in preparing a technical manual of all construction works to be carried out; this includes guidelines on the most suitable construction material, selection of site, etc.
- Provide technical inputs, wherever applicable, in planning and implementing works that include civil construction.
- Prepare all necessary technical documents, viz. conceptual design/layouts, technical estimates, working drawings, BOQ, etc. for all civil works taken up by the Foundation. Detailed specifications & estimates must be prepared as per area and department specific applicable rates (Schedule of Rates) of the Government of Maharashtra.
- Coordination with officers of the Foundation and governments departments; ensure completion of necessary paperwork, compliance as per rules, procedures of the Foundation and technical/administrative sanction/approval before initiating works.
- Carry out regular site/field visits, to monitor, evaluate and report on the progress of works. Monitor and supervise all civil works awarded by the Foundation; prepare and submit inspection and completion reports on the technical quality of work and optimal usage of funds made available for the work.
- Prepare and maintain appropriate registers and records to make possible tracking and transparency of works and its allocation, including maintenance of Measurement Books and all relevant records.
- Provide continuous and detailed feedback to the Joint Director and Executive Director of the Mangrove Foundation on the progress of works (physical & financial) and report on the changes / corrective measures, if any.
- Draft Terms of Reference, agreement documents, monitor deliverables, review reports and prepare appraisal notes.
- Maintain and make available detailed information about civil works completed under the Foundation, and support preparation of technical and annual reports.
- Support officers of the Foundation in preparation of budget and administrative functions related to civil works.

- Any other duties as decided and approved by the Joint Director and Executive Director of the Foundation.
- The Civil Engineer shall work under the overall guidance and supervision of the Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Bachelor in Civil Engineering or Diploma in Civil Engineering with minimum relevant experience of 2 years for B.E. and 4 years of Diploma. Previous experience of working in PWD or other Government departments will be preferred. The upper age limit is 30 years as on the date of making application.

METHOD OF APPLICATION

Applicants are requested to download and fill the “**Application Form**” (available at <https://mangroves.maharashtra.gov.in/Site/1109/Vacancies> and send a PDF version of the completed form, via email, to hr.mangrovefn@gmail.com, or a printed copy of the completed form, by post or hand delivery, to **The Executive Director, Mangrove Foundation, 302, 03rd Floor, Wakefield House, Sprott Road, Above Britannia & Co. Restaurant, Ballard Estate, Fort, Mumbai - 400001.**

Please note the following points during application, failing which your application will not be considered for selection.

1. Applications must be submitted only in the specified “Application Form” only and no other formats will be considered. Hand-written forms will not be accepted.
2. Please mention the name of the post in the subject of your email or on the envelope in this format: **Application for <name of the post>.**
3. Only shortlisted candidates will be contacted.
4. The application deadline is specified in the advertisement. Applications submitted after this date will not be considered.

The Foundation reserves the right to reject any application without assigning any reason thereto.