

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

TERMS OF REFERENCE

Title of the Position	Deputy Director, Projects
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 60,000/- 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 Deputy Director (Projects), under the guidance of the Joint Director and Executive Director, shall be responsible for overall project planning, implementation, monitoring, evaluation and supervision of projects relevant to conservation of mangrove, coastal and marine biodiversity and restoration of these ecosystems.

DUTIES AND RESPONSIBILITIES

- Provide support to the Joint Director and Executive Director of the Mangrove Foundation, to identify, implement and lead the biodiversity conservation and ecosystem restoration initiatives undertaken by the Foundation.
- Identify potential interventions in the areas of biodiversity conservation and ecosystem restoration, in line with goals of the Foundation; support officers in the Foundation in assessment of proposals, planning and implementing projects in the above areas.
- Lead and provide technical guidance, supervision and support to all aspects of biodiversity conservation and ecosystem restoration (includes planning, budget management, implementation, and reporting).
- Provide and ensure capacity building and training of personnel in the Foundation for effective implementation of selected interventions.
- Monitor projects outsourced to various scientific institutes / development agencies and NGOs and carry out impact assessment of works. Coordinate with project implementing agencies and relevant stakeholders to ensure implementation of project activities as per the objectives of the Foundation.
- Carry out regular site/field visits, to monitor, evaluate and report on the progress of works. Provide continuous and detailed feed back to the Joint Director and Executive Director of the Mangrove Foundation on the progress of research (vis-a-vis physical & financial targets) and report on the changes / corrective measures, if any.
- Draft Terms of Reference, monitor deliverables, review reports and prepare appraisal notes for release of funds for sub-projects.
- Lead implementation of communication and outreach activities and organization of events to meet biodiversity conservation and ecosystem restoration objectives.
- Prepare technical reports, periodicals, articles, event reports, etc. to record and disseminate information about biodiversity conservation and ecosystem restoration projects undertaken by the Foundation.
- Identify opportunities for partnerships with organizations and prepare necessary reports to further the goal of involving the private sector through CSR and public enterprises. Develop, coordinate and supervise implementation of all CSR initiatives of the Foundation.

- Organize and facilitate meetings, seminars, workshops to build capacity within the Foundation and among its partners.
- Support the Joint Director and Executive Director of the Mangrove Foundation in preparation of budget and administrative functions related to biodiversity conservation and ecosystem restoration objectives.
- Any other duties as decided and approved by the Joint Director and Executive Director of the Foundation.
- The Deputy Director, Projects shall work under the overall guidance and supervision of the Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Post-Graduation in Natural Sciences, Social Sciences, Masters in Social Works and related fields with minimum relevant experience of 5 Years. Experience of working in Govt. or Semi-Govt. bodies or development projects with a background of coastal and marine ecosystem, coastal zone management will be preferred.

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.mangrovesfn@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.