

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

TERMS OF REFERENCE

Title of the Position	Head – GIS Cell
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 50,000/- per month (consolidated)
Headquarters	Mumbai
Nature of Engagement	Temporary, on contractual basis
Duration	01 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 Head - GIS Cell shall responsible for leading and managing the GIS team and GIS projects of the Foundation with preparation of necessary maps, geo-statistical and geo-spatial analysis, procuring, organizing and maintaining relevant data, operation and maintenance of GIS system hardware.

DUTIES AND RESPONSIBILITIES

- The Head – GIS Cell shall work under the overall guidance and supervision of the Joint Director and Executive Director of the Mangrove Foundation, with relevant GIS data for project interventions. Support officers of the Mangrove Foundation, and lead the GIS Specialists to ensure smooth functioning of GIS matters
- Coordinate with users and officers in the Foundation to define data needs, project requirements, required outputs, or to develop applications; Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS.
- Create maps and graphs, using GIS software and data collection equipment; Perform research to obtain and expand existing datasets; Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
- Compile geographic and demographic data from different sources on mangroves, coastal and marine ecosystems & biodiversity; support the activities of the Foundation by making available necessary information for successful implementation of relevant projects.
- Enter new map data using cartographic principles; Analyze and model relationships between geographic data sets. Analyze spatial data for geographic statistics to incorporate into documents and reports. Assist in preparation of technical documents, proposals, annual reports, etc.
- Consult with external stakeholders to access censuses, fieldwork, satellite and aerial imagery, and maps. Lead the operation and maintenance of GIS system hardware, software, and peripherals
- Carry out necessary site/field visits, to collect and verify data and maps, and take necessary steps for ground-truthing of data and maps.
- Assist in drafting Terms of Reference, monitor deliverables, review reports and prepare appraisal notes for release of funds for sub-projects.
- Any other duties as decided and approved by the Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Post-Graduation in Geo-Informatics (Ph.D. Desirable), Post Graduation in Remote Sensing with minimum relevant experience of 3 years in GIS and related field.

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.