

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

**TERMS OF REFERENCE**

<b>Title of the Position</b>	<b>Surveyor</b>
<b>Organization</b>	<b>Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra</b>
Professional fees	Rs. 30,000/- per month (consolidated)
Headquarters	Mumbai
Nature of Engagement	Temporary, on contractual basis
Duration	6 months (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 Surveyor shall support the Mangrove Foundation in all technical aspects of surveying, maps, demarcation of boundaries, civil construction and related works required for completion of various interventions undertaken by the Foundation.

## DUTIES AND RESPONSIBILITIES

- Carry out detailed site inspection and surveys, for selection of the most suitable sites for activities approved and finalized by the Deputy Director (Projects), Joint Director and Executive Director of the Foundation.
- Take measurements and record GPS coordinates for civil works; assist in delineation and demarcation of boundaries using maps and GIS.
- Provide technical inputs, wherever applicable, in planning and implementing works that include surveying, boundaries and civil construction.
- Assist in preparation of necessary technical documents, viz. conceptual design/layouts, technical estimates, working drawings, BOQ, etc. for all civil works taken up by the Foundation.
- Carry out regular site/field visits, to monitor, evaluate and report on the progress of works. Monitor and supervise civil works awarded by the Foundation; assist in preparation of 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 Deputy Director (Projects), 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 relevant maps, demarcation, 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 Deputy Director (Projects), Joint Director and Executive Director of the Foundation.
- The Civil Engineer shall work under the overall guidance and supervision of the Deputy Director (Projects), Joint Director and Executive Director of the Foundation.

## ELIGIBILITY

ITI or Diploma in Surveying or equivalent with minimum relevant experience of 3 years; experience with GIS 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.mangrovefn@gmail.com](mailto:hr.mangrovefn@gmail.com), or a printed copy of the completed form, by post or hand delivery, to **The Executive Director, Mangrove Foundation, 302, 03<sup>rd</sup> 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.

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