



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

TERMS OF REFERENCE

Title of the Position	Research Officer
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 35,000/- (Rupees Thirty Five Thousand Only) per month (consolidated)
Headquarters	Mumbai
Nature of Engagement	Temporary, on contractual basis
Duration	1 year (extendable, based on performance)
Posting	Head Office, 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 objectives of the Foundation are as follows:

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 recognised as an institute of repute in the above said themes.

JOB PURPOSE

The Research Officer shall be focused on designing, planning, monitoring and implementing scientific projects supported by the Mangrove Foundation.

DUTIES AND RESPONSIBILITIES

- Monitor projects outsourced to various scientific institutes / development agencies and NGOs and ensure regular reporting.
- Examine deliverables and reports submitted by grantees of the Mangrove Foundation. Coordinate with project implementing agencies and related stakeholders for successful implementation of project activities.
- Review and analyze data and provide continuous and detailed feed back to the Deputy Director – Research and Capacity Building, Joint Director and Executive Director of the Mangrove Foundation on the status of implementation (vis-a-vis physical & financial targets) of different projects and report on the changes / corrective measures, if any.
- Assist in implementing communication and outreach activities and organization of events to meet research objectives. Assist in preparing technical reports, periodicals, articles, event reports, presentations etc. to record and disseminate information about research projects undertaken by the Foundation.
- Support officers of the Mangrove Foundation in preparation of budget and administrative functions related to research objectives.
- Any other duties as decided and approved by the Deputy Director – Research and Capacity Building, Joint Director and Executive Director of the Foundation.
- The Research Officer shall work under the overall guidance and supervision of the Deputy Director – Research and Capacity Building, Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Post-Graduation in any field related to biological science with a minimum of 60% marks; proficiency in Marathi and English (reading and writing); with a minimum, relevant experience of 2 years in field biology (preferably Ornithology).

Age limit: 30 years (as on Date of Publishing of this document)

METHOD OF APPLICATION

Applicants are requested to download and electronically fill the “**Application Form for the Contractual Positions under the Mangrove Foundation**” (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 **Office of the Additional Principal Chief Conservator of Forests,**

Mangrove Cell, 302, Wakefield House, 3rd Floor, Ballard Estate, Above Britannia & Co. Restaurant, Fort, Mumbai-400 001.

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 above form, **no other formats will be considered.** Hand-written forms will not be accepted.
2. Please mention the name of the position in the subject of your email or on the envelop, in this format: **Application for <name of the post>.**
3. Only shortlisted candidates will be contacted.
4. The last date of application is September 15, 2021, 17:00 Hrs (IST) or the date mentioned in the advertisement, whichever is later. Applications received beyond this deadline will not be considered.

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