

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

TERMS OF REFERENCE

Title of the Position	Human Resource Officer
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	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 recognised as an institute of repute in the above said themes.

JOB DESCRIPTION

The Human Resource Manager shall be responsible for managing contracts of all contractual employees of the Foundation, and ensuring necessary compliance with the rules of the

Foundation for hiring, appraisal and termination of contracts and all matters related to human resources.

DUTIES AND RESPONSIBILITIES

- Provide support to the Assistant Director (Administration), Joint Director and Executive Director of the Mangrove Foundation, and ensure smooth handling of human resource matters.
- Partner with senior leaders to align on human resource strategy and programs to support Foundation's strategy and goals.
- Support the Foundation in areas of employee development, performance excellence, talent acquisition, inclusion and diversity, rewards and employee effectiveness initiatives.
- Ensure regular update and submission of attendance, leave, payroll and related reports to the Assistant Director, Administration, Joint Director and Executive Director of the Foundation.
- Coordinate with Assistant Director, Finance and prepare monthly salary statements accurately and on time for all contractual staff.
- Support the administration in addressing grievances, resolving HR issues and handle disciplinary proceedings.
- Should be familiar with labour Laws, Provident Funds Procedure, ESIS Procedure and other government laws. Coordinate with officers in the administration unit and ensure implementation of all applicable labour laws in the Foundation.
- Travel to project sites as and when required.
- Any other duties as decided and approved by the Assistant Director (Administration), Joint Director and Executive Director of the Foundation.
- The Human Resource Manager shall work under the overall guidance and supervision of the Assistant Director (Administration), Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Post Graduate or MBA in Human Resource management with minimum relevant experience of 2 years.

METHOD OF APPLICATION

Applicants are requested to download and electronically fill the “**Application Form for Contractual Positions under the Mangrove Foundation**” (available at <https://sgnp.maharashtra.gov.in/1206/Tenders>) 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 & APCCF, Mangrove Cell, 2nd Floor, A Wing, SRA Building, Anant Kanekar Marg, Bandra (East), Mumbai – 51.**

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 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 **last date of application is 15th January 2018, 17:00 hrs (IST)**. Applications received beyond this deadline will not be considered.

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