

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

TERMS OF REFERENCE

Title of the Position	Executive Assistant
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 35,000/- 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.

DUTIES AND RESPONSIBILITIES

- Supports the Executive Director of the Mangrove Foundation by understanding priorities and agendas and assist the Executive Director with research, preparation of reports, letters,

etc., S/he must clearly understand the goals, values, and needs of the Foundation and the Executive Director.

- Perform clerical tasks, like accepting and making phone calls, setting business meeting agendas, sending memos, accepting visitors, reviewing incoming reports, and setting the executive director's daily schedule. Maintain records of letters received by the office of the Executive Director. Help the Executive Director in organizing meetings, and scheduling appointments.
- Scrutinize proposals received from other departments/agencies and submit the same to Executive Director with his/her remarks.
- Make travel arrangements for the Executive Director; attend meetings and prepare the minutes accordingly.
- Work closely with administrative assistants to complete tasks that require collaboration with other units.
- Support the Executive Director of the Mangrove Foundation in preparation of budget and administrative functions.
- Any other duties as decided and approved by the Executive Director of the Foundation. The Executive Assistant shall work under the overall guidance and supervision of the Executive Director of the Foundation.

ELIGIBILITY

Bachelors of Business Administration with minimum relevant experience of 2 years; proficiency in Marathi and English language reading and writing is required.

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.