

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

TERMS OF REFERENCE

Title of the Position	Assistant Director, Administration
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	1 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 recognised as an institute of repute in the above said themes.

JOB DESCRIPTION

The Assistant Director, Administration, shall be responsible for daily administrative matters and logistical arrangements, managing contracts of all contractual employees of the Foundation,

providing administrative and legal support and ensure necessary compliance with the rules of the Foundation for hiring personnel and commissioning projects.

DUTIES AND RESPONSIBILITIES

- Support officers of the Mangrove Foundation, and lead the administrative officer and HR manager to ensure smooth handling of administrative and personnel matters. Develop standard operating procedures for daily administrative matters of the Foundation.
- Ensure regular update and submission of attendance reports to the Joint Director and Executive Director of the Foundation, and ensure regular payments of salary and consultancy fees to staff and project officers.
- Oversee and provide administrative and logistical support to officers and consultants hired by the Foundation.
- Ensure legal compliance with respect to staff recruitment, appraisal, attendance and other related matters.
- Oversee and assist in purchases, procurement, maintenance and setting up necessary infrastructure; ensure compliance with applicable procedures and rules of the Foundation and Government of Maharashtra.
- Organize meetings, workshops, events and assist in the preparation of reports, proceedings and minutes. Provide support to other project consultants in conducting different project activities (arrangement of meetings, trainings, workshops, etc.).
- Assist in managing contracts commissioned by the Foundation, and ensure timely release of funds after as per the memorandum of agreement for individual contracts.
- Travel to project sites as and when required.
- Should be familiar with labour Laws, Provident Funds Procedure, ESIS Procedure and other government laws. Coordinate with officers in the Foundation and ensure implementation of all applicable labour laws in the Foundation.
- Any other duties as decided and approved by the Joint Director and Executive Director of the Foundation.
- The Assistant Director, Administration shall work under the overall guidance and supervision of the Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Company Secretary/MBA in Operations or Human Resources or post-graduation in Public Administration or related field with minimum relevant experience of 3 years; knowledge of statutory compliance of the registered society will be preferred.

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.