

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

**Title of the Position**

**Organization**

Professional fees

Headquarters

Nature of Engagement

Duration

Duty Station

**Assistant Director - Research**

**Mangrove and Marine** **Biodiversity**

**Foundation of Maharashtra**

Rs. 50,000/- per month (consolidated)

Mumbai

Temporary, on contractual basis

1 year (extendable, based on performance)

Mumbai

**Conservation**

**BACKGROUND**

To achieve the goals of conservation of the coastal and marine biodiversity in Maharashtra, a dedicated organisation, 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 will broadly achieve the following 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 PURPOSE**

The Assistant Director - Research, shall undertake research and evaluation activities that support the Mangrove Foundation and officers of the Foundation for the formulation, implementation and evaluation of projects.

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**DUTIES AND RESPONSIBILITIES**

* Provide support to the Deputy Director - Research and Capacity Building, Joint Director and Executive Director of the Mangrove Foundation, to identify, design, and supervise research projects from the early planning stages to project completion.
* Scrutinize research proposals and assist in determining the goals of the research project as well as research methods and other test parameters. The Assistant Director - Research must work with officers in the Foundation to identify project goals, research methods, variables, and other test parameters.
* Review and analyze data collected during the course of a research project. Supervise research projects and work with research institutes, govt. bodies, field experts, and officers of the Foundation to ensure that the project remains on schedule and meets requirements set out in the project agreement documents.
* Carry out regular site/field visits, to monitor, evaluate and report on the progress of works. 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 progress of research (vis-a-vis physical & financial targets) and report on the changes / corrective measures, if any.
* Draft Terms of Reference, monitor deliverables, review reports and prepare appraisal notes for release of funds for sub-projects.
* Assist in implementing communication and outreach activities and organization of events to meet research and capacity building objectives. Assist in preparing technical reports, periodicals, articles, event reports, etc. to record and disseminate information about research projects undertaken by the Foundation.
* Identify opportunities for partnerships with organizations and prepare necessary reports to further the goal of involving the private sector and public enterprises for cooperation on the conservation of coastal biodiversity in Maharashtra.
* Provide support to other project consultants in conducting different project activities (arrangement of meetings, trainings, workshops, etc.).
* Support officers of the Foundation in preparation of budget and administrative functions related to research and capacity building 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 Assistant Director - Research shall work under the overall guidance and supervision of the Deputy Director - Research and Capacity Building, Joint Director and Executive Director of the Foundation.

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**ELIGIBILITY**

PhD (minimum 5 International peer reviewed papers)/ Masters (minimum 8 international peer reviewed papers) in Marine Biology, Natural Sciences, Natural Resource Management or related fields with a minimum, relevant experience of 3 years. Background of coastal and marine ecosystem, coastal zone management will be preferred.

**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://tinyurl.com/ybh5dml2**) and send a PDF version of the completed form, via email tohr.mangrovefn@gmail.com and carbon copy (cc) to ad.adm.mfn@gmail.com or a printed copy of the completed form, by post or hand delivery, to The Executive Director, Mangrove Foundation & APCCF, Mangrove Cell, 302, Wakefield House, 3rd Floor, Above Britannia and Co. Restaurant, Ballard Estate, 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 **06th** **Oct 2019, 17:00 hrs (IST)** or the date mentioned in the advertisement, whichever is later. Applications received beyond this deadline will not be considered.

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

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