

**GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT AND FORESTS**

New Delhi, the 23rd August, 2013

Applications are invited for the position of two Project associates for the Project Management Cell (PMC) to be established under the project "Enabling Activities for the Preparation of India's Third National Communication and Other New Information to the United Nations Framework Convention on Climate Change" funded by Global Environment Facility (GEF) with UNDP as a Implementing Agency and the Ministry of Environment & Forests as an Executing and Implementing Agency.

Interested Candidates may apply with full details in the proforma provided in Six Hard Copies so as to reach by 5.30 pm on September 13th, 2013 to the undersigned. (Please see the details below).

Dr. Subodh Kumar Sharma
Adviser (Climate Change)
Room No. 112, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi – 110 003.

Position	:	Project Associate
No. of Positions	:	2 (Two)
Project	:	Preparation of Third National Communication and other new information to the UNFCCC
Location	:	New Delhi
Type of Contract	:	Service Contract

Ministry of Environment & Forests is implementing a project (GEFSEC ID : 4673, Agency ID : 4603{UNDP}) on "Preparation of Third National Communication (TNC) and Other New Information to the UNFCCC" which will assist India in undertaking the preparation of Third National Communication to the Conference of Parties in accordance with the Convention and to build capacity to fulfill its commitments to the Convention on a continuing basis.

The Key elements of the project activities include, GHG Inventory, Impacts, vulnerability and adaptation assessment, Research & Systematic Observation, Education, training & Capacity Building in Climate change.

Two Project associate are proposed to be hired for the PMC (Project Management cell) in carrying out the day to day activities. The Project Associate will assist in preparing progress reports and financial statements. The Project Associate will assist in preparation of dissemination materials and information, assist in coordination of workshops, meetings and consultations under the project.

Functions / Key Results Expected

Key competencies:

- Project Associate should have experience in working in scientific projects and have experience in participatory methods and institutional arrangements. The project associate should have excellent inter- disciplinary, writing and communication skills

Duties and Responsibilities:

- Assistance in Co-ordination and implementation of project activities
- Assist in organizing the workshops all logistical arrangements for steering committee meetings, working group meetings, national workshops, consultations and meetings.
- Maintain the contracts of each sub contract and update as required
- Assist in preparing the financial statements and maintaining the financial records
- Assist in ensuring timely delivery of each of the deliverables to the PMU by liaising with the project proponents
- Assist in preparing progress reports
- Assist in preparing dissemination material

Qualifications

Education:	M.Sc in the field of physical, chemical or biological sciences/ Environmental Science or related field with excellent academic record.
Experience:	<ul style="list-style-type: none">• At least 2-3 yrs of relevant experience at the national level on climate change related programmes.• Experience in undertaking projects implementation work.• Experience in organization, co- ordination and management of international and national workshops• Experience of working with Central and/or State Governments/ NGOs/ Civil Society on similar assignments will be preferred.• Experience in the usage of computers and office software packages,• Familiarity with the working environment and professional standards of international organizations and national and State Governments.
Language Requirements:	Bi-lingual in Hindi and English, excellent inter – disciplinary, writing and communication skills.
Remuneration	Package starts at Rs. 35,000/- per month and depending on the experience and skill set as assessed by the interview panel.

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