

## **TERMS OF REFERENCE**

<b>Title of the Post</b>	: Social Mobilization Officer
<b>No of Post</b>	: 01(one)
<b>Job type</b>	: As consultant
<b>Age</b>	: Maximum 45 years
<b>Consultancy fee</b>	: Rs.50,000 - Rs.70,000/- P.M.
<b>Duty Station</b>	: Ranchi with extensive field visits
<b>Duration of Assignment</b>	: 12 months (with a possibility of extension based on performance and need)

### **Duties and responsibilities:**

The Officer will be responsible for providing technical assistance in implementation of Biological Diversity Act, 2002 and Annual Plan of Operation of the Board. He/She will provide comprehensive technical support including field work, formation of Biodiversity Management Committees (BMCs), support BMCs in preparing Peoples' Biodiversity Register and related tasks. The Officer shall carry out his/her functions under the supervision of Member Secretary. Specifically, the incumbent will be responsible to:

1. Assist in constitution of Biodiversity Management Committees across the state.
2. Assist in organizing training, workshop, seminar etc.
3. Support in survey work,
4. Assist in preparation of different reports,
5. Assist in implementation of Annual Plan of Operation of the Board
6. Study and Documentation
7. Social mobilization/ management etc.
8. Develop Information, Education & Communication (IEC) materials related to Biodiversity
9. Work with the concerned officers/ staff towards arrangement of workshops/meetings materials.
10. Make liaison with line Departments, NGOs, University/ College/ School etc.
11. Assist in implementation of Biological Diversity Act and Rule
12. All other relevant duties as assigned by the Board.

## SKILLS AND QUALIFICATIONS:

Education	<ul style="list-style-type: none"><li>✓ PG/ Master in Social Science/Social Work /Rural Development OR equivalent stream from recognised university with 10 years of experience.</li><li>✓ Computer proficiency (Windows, Microsoft Word, Excel, Power Point);</li></ul>
Skills & Knowledge	<ul style="list-style-type: none"><li>✓ Ability to undertake extensive field visits.</li><li>✓ Good communication skills.</li><li>✓ Knowledge of Internet/ email.</li></ul>