

## **TERMS OF REFERENCE**

<b>Title of the Post</b>	: Technical Assistant
<b>No of Post</b>	: 04(UR - 2, ST - 1, BC1 - 1)
<b>Job type</b>	: on contract
<b>Age</b>	: Maximum 35 years (relaxable as per state govt. rule)
<b>Remuneration</b>	: Rs.16,188/- 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 Technical 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 Technical 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 BMCs in preparing Peoples' Biodiversity Register
4. Assist in preparation different reports,
5. Assist in implementation of Annual Plan of Operation of the Board
6. Assist in Study and Documentation
7. Assist in developing Information, Education & Communication (IEC) materials related to Biodiversity
8. Work with the concerned officers towards arrangement of workshops/ meetings materials.
9. Make liaison with line Departments, NGOs, University/ College/ School etc.
10. Assist in implementation of Biological Diversity Act and Rule
11. All other relevant duties as assigned by the Board.

## SKILLS AND QUALIFICATIONS:

Education	<ul style="list-style-type: none"><li>✓ Intermediate/ 10+2 in Bio-science from recognised Board or council or equivalent;</li><li>✓ Computer proficiency (Windows, Microsoft Word, Excel, Power Point);</li><li>✓ Desirable: Graduate in Bio-science/Social Science/ Forestry from recognised university or equivalent;</li></ul>
Experience	<ul style="list-style-type: none"><li>✓ At least 5 years work experience in the relevant field.</li></ul>
Skills & Knowledge	<ul style="list-style-type: none"><li>✓ Ability to undertake extensive field visits.</li><li>✓ Internet/email communication skills.</li></ul>