

**KERALA CENTRE FOR INTEGRATED COASTAL MANAGEMENT**  
**IVth Floor, KSRTC Building, Thampanoor, Thiruvananthapuram – 695001**

**Notification No:1/2020 DATED:16.03.2020**

The Kerala Centre for Integrated Coastal Management (KCICM) a State Project Management Unit (SPMU) is established under Department of Environment, Government of Kerala for implementing the Integrated Coastal Management Project – Enhancing Coastal and Ocean Resource Efficiency (ENCORE) of the World Bank.

The Applications are invited for the following Post(s);

<b>S. NO</b>	<b>NAME OF POST</b>	<b>NO. OF POST</b>	<b>QUALIFICATION</b>	<b>MIN. EXPERIENCE</b>	<b>REMUNERATION (in Rupees)</b>
1	Environment Specialist	1	Master's Degree in Civil / Environmental Engineering/Environment Planning or Ph.D in Natural Resources Management, Environmental Studies/ Environmental Sciences/ Ecology or equivalent from the reputed Institute/University	10 years	60000-80000
2	Procurement Officer	1	Post-graduation degree in Procurement, Civil Engineering or equivalent from the reputed Institute/University	7 years	50000-70000
3	Project Engineer	1	Master's Degree in Civil/Structural/Building Engineering or equivalent from the reputed Institute/University	5 years	30000-40000
4	Project Assistant	1	Bachelor Degree in Science /Diploma/ITI in Civil /Survey/Draughtsman engineering or equivalent	5 years	25000-40000
5	Administrative Officer	1	Graduate/Post Graduate in any discipline from reputed Institute/University	7 years	50000-70000
6	Finance Officer	1	Chartered Accountant or equivalent from reputed Institute/University	7 years	50000-70000

The Terms of Reference for each post is given in [envt.kerala.gov.in](http://envt.kerala.gov.in). The application with detailed bio-data specifying the post applied for, copies of certificates, name of two referees and self attested photograph should reach the undersigned in physical

form on or before 15<sup>th</sup> April 2020. Candidates wish to apply more than one Post has to submit separate application.

*Ref. No. KCICM/3195/EE/2019 Dated 26<sup>th</sup> February 2020.*

Sd/-

**PROJECT DIRECTOR**

**TERMS OF REFERENCE**  
**FOR**  
**ENVIRONMENT SPECIALIST**

**1. BACKGROUND**

The Kerala Centre for Integrated Coastal Management (KCICM), constituted as per G.O. (Rt) No. 12/2016/Envvt dated 04.02.2016 and registered under Travancore Cochin Literary, Scientific & Charitable Societies Act, 1955 is the State Project Management Unit (SPMU) under the control of Directorate of Environment and Climate Change (DoECC), Environment Department, Govt. of Kerala, is mandated to implement the ICZMP in the State in association with line departments.

Ministry of Environment , Forest and Climate Change is extending the World Bank assisted ICZM Phase-II/ENCORE project to all 13 Coastal States/UTs ( Gujarat, Goa, Odisha, West Bengal, Andhra Pradesh, Tamil Nadu, Goa, Puducherry, Kerala, Karnataka, Daman and Diu, Andaman and Nicobar, Lakshadweep and Maharashtra) and preparatory activities for the Phase-II is in progress. The Kerala Centre for Integrated Coastal Management (KCICM) is the State Agency and State project management unit (SPMU) for implementing the Phase-II of the ICZM /ENCORE project.

**2. OBJECTIVE OF THE ASSIGNMENT**

2.1 Environment Specialist at the State Project Management Unit would manage all the environmental aspects associated with all sub projects in the State under the program; during all stages right from project Planning, Designing, Implementation, Operation and Monitoring. All requisite inputs on environmental safeguards and good practices will be provided during planning and design stages. Inputs to environmental screening of projects, environmental categorization of subprojects, provide guidance to consultants and Project executing agencies / Project Management Consultants on preparing Environmental Impact assessment (EIAs) / Environmental Management Plans (EMPs), and review of the same will be conducted following the ESMF. The Environment Specialist will also supervise implementation of ESMF / EIAs during implementation, O&M and work close out stages as per guidance in the ESMF / EIAs. Adequate training on environmental aspects and ESMF will be provided by the Environmental Specialist. Roles and responsibilities of Environmental Specialist are detailed below:

**3. SPECIFIC TASK OF ENVIRONMENT SPECIALIST:**

3.1 Scope of the Environment Specialist services shall be as detailed below but not limited thereto: -

- 🌈 Co-ordinate the Preparation of ESMF / EIAs / EMPs
- 🌈 Guide all other project agencies and stakeholders on environmental aspects of ESMF and its applicability to the subprojects in the State.

- ✿ Co-ordinate with National Project Management Unit/s, support agencies, Project Execution Agencies, PEAs, Government agencies, communities, other stakeholders, the World Bank on environmental aspects of all subprojects (as applicable), including permits / licenses/consents and clearances.
- ✿ Prepare and Disclose ESMF including guidelines for impact identification (for goods, works and consultancy contracts), project screening, broad mitigation plans, guidance to prepare detailed impact assessment for projects, training to implementing agencies and other stakeholders, supervision mechanisms, monitoring requirements, training/capacity building needs, and budgetary provisions in contracts. This shall comply with all National / State regulations, local bylaws and guidance and World Bank Operational Policies and Safeguards requirements.
- ✿ Review the investment proposals (sub-projects) and ensure that environmental issues are properly addressed by development of a project-specific environmental analysis including (but not limited to) landuse, natural habitats, pest management, physical/cultural resources, forests, safety of dams, public consultations, and occupational health and safety
- ✿ Ensure full incorporation of environmental considerations / good practices in the preparation of ICZM Plans, studies, data base creation, surveys and all project activities
- ✿ Oversee the preparation of EIA with EMPs, Monitoring Plan and Training needs and inclusion of Environmental Management Plan and budget requirements in Contract documents so as to facilitate implementation of mitigation measures.
- ✿ Provide expert guidance to the beneficiaries in the preparation and successful implementation of the project environmental assessment instruments/documentation, including preparation of environmental impact/risk assessments and environmental management plans;
- ✿ Provide expert advice to the PMU team with regard to strategies and approaches to effectively and efficiently comply with relevant World Bank environmental safeguard operational policies and requirements
- ✿ Carry out site supervision visits during implementation of sub-projects and of other activities related to the Project;
- ✿ Ensure that safeguards documents are prepared on time and disclosed well in time before start of works and that all required clearances / permits / licences are obtained for projects. This shall comply with all National / State regulations, local bylaws/ guidance and world Bank Safeguards requirements.
- ✿ Conduct / co-ordinate Stakeholder consultations and consensus building as outlined by the ESMF and required by National / State regulations and World Bank guidelines
- ✿ Manage the environmental consulting firms engaged for specific projects.
- ✿ Ensure contractor has environmental experts/specialists in their team, prepare and follow Contractors Environmental Management Plans (C-EMP); as outlined in ESMF and maintain required permits / licenses / incident and grievance registers

- Monitor the fulfillment of the project-specific environmental requirements and environmental safeguards policies with respect to all project activities, in all direct and indirect contracts; ensure proper reporting by monitoring agencies at various levels (district/site); and maintain database and follow-up
- Assist and advise local bodies / PEAs from time to time in monitoring and managing contractors' activities that may have environmental impacts, if any. Conduct random audits for ESMF compliance during various project stages
- Develop, undertake and support training programs on Environmental monitoring and management arrangements developed in the Project;
- Report the status and progress of institutional arrangements and functioning of environmental arrangement along with any impacts that should be addressed. These should be reflected in the Project Progress Report to be submitted to the Project Director / Additional Project Director.
- Ensure that environmental assessment is an integral part of planning of all project supported schemes
- Ensure development/procurement and availability of IEC materials supporting the environmental management framework to selected LSGs, relevant functionaries and community institution partners.
- Ensure including the necessary activities related to the environmental safeguards, such as trainings, studies, etc. in the project procurement plan if relevant;
- Assist PMU/Municipalities / PEAs in operationalizing the methods, procedures, and systems for introduction of environment compliance practices into the existing systems of respective agencies;
- Ensure that all legal and regulatory provisions relevant to the environmental safeguards are satisfactorily met through the project processes.
- Facilitate the creation and documentation of experiences, lessons learnt, case studies, success stories etc.

#### **4. Reporting Requirements**

Environment Specialist will report to the Project Director / Additional Project Director at the SPMU. She / he will effectively:

- Maintain full documentation of safeguards requirements and status of the same; for projects under different stages of planning and implementation,
- Submit report on random audits on ESMF Compliance during various project stages to the Project Director / Additional Project Director of the SPMU,
- Prepare and submit monthly progress report containing the list of activities planned for the reporting period, progress towards the target and the result of targeted activities shall be furnished to Project Director / Additional Project Director, which could be used for further reporting to the NPMU

- Carry out any other project related tasks assigned by the Additional Project Director / Project Director from time to time.

## **5. QUALIFICATIONS:**

Master's Degree in Civil / Environmental Engineering/Environment Planning or Ph.D in Natural Resources Management, Environmental Studies/ Environmental Sciences/ Ecology or equivalent from the reputed Institute/University.

## **6. EXPERIENCE:**

- The environmental specialist must have at least 10 years of working experience of which 5 years in the field of environmental activities as consultant or working in an institution which deals with environmental concerns.
- The environmental specialist must be fully conversant with the National / State / Local regulatory requirements on environment and infrastructure provision and aware of the environmental rules and regulations of the World Bank and must have completed, or involved in the preparation of, environmental impact study of at least two infrastructure projects. The specialist must have preferably demonstrated sound technical expertise in international good practices on environmental safeguards.
- Work experience especially in environment related activities for World Bank / ADB or other Multilateral Development Banks will be an added advantage.
- Proficiency in computer applications including MS office.
- Excellent written and oral communication skills in English, and local language. Communication Skills in Hindi as well; will be desirable.
- Ability to work efficiently and effectively in a multidisciplinary team. Good interpersonal skills and prior experience in efficient stakeholder consultations and consensus building in India would be an added advantage.

## **7. DUTY HEADQUARTERS**

The duty headquarters of the Environment Specialist will be at KCICM, Thiruvananthapuram. The officer will be required to travel frequently within and outside the State for project purposes.

## **8. REMUNERATION:**

Rs 60000-80000/- (per month) (depends on experience)

## **9. CONTRACT PERIOD:**

Initially for 2 years and further extension based on requirement & performance and need in the project.

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**TERMS OF REFERENCE**  
**FOR**  
**PROCUREMENT OFFICER**

**1. BACKGROUND**

The Kerala Centre for Integrated Coastal Management (KCICM), constituted as per G.O. (Rt) No. 12/2016/Envvt dated 04.02.2016 and registered under Travancore Cochin Literary, Scientific & Charitable Societies Act, 1955 is the State Project Management Unit (SPMU) under the control of Directorate of Environment and Climate Change (DoECC), Environment Department, Govt. of Kerala, is mandated to implement the ICZMP in the State in association with line departments.

Ministry of Environment , Forest and Climate Change is extending the World Bank assisted ICZM Phase-II/ENCORE project to all 13 Coastal States/UTs ( Gujarat, Goa, Odisha, West Bengal, Andhra Pradesh, Tamil Nadu, Goa, Puducherry, Kerala, Karnataka, Daman and Diu, Andaman and Nicobar, Lakshadweep and Maharashtra) and preparatory activities for the Phase-II is in progress. The Kerala Centre for Integrated Coastal Management (KCICM) is the State Agency and State project management unit (SPMU) for implementing the Phase-II of the ICZM /ENCORE project.

**2. OBJECTIVE OF THE ENGAGING PROCUREMENT OFFICER-ENCORE PROJECT**

Procurement officer at the State Project Management (SPMU) would: -

Oversee the Procurement of Goods, Services and Civil works of the project in accordance with the World Bank Guidelines. He/she will provide procurement management support to SPMU for implementation of ICZMP/ENCORE Project.

**3. SPECIFIC TASK OF PROCUREMENT SPECIALIST: -**

The scope of Procurement officer shall be as detailed below but not limited thereto: -

- To provide support on Procurement and Contract Management activities (pre and post procurement related activities)
- To provide support in E-procurement, STEP and other procurement related requirements as per the World Bank and Government of India guidelines.
- To provide support to SPMU to prepare, review, updating, monitor and implementation of procurement Plans.
- Reviewing the operations of the procurement management system and dissemination of procurement related information.

- Looks after the day-to-day procurement activities of the project as per the approved procurement manual of the World Bank.
- Conducts a need-based survey to prepare an inventory of items required to be procured and later to be used by the technical and monitoring and evaluation units.
- Attend various meetings in connection with pre-bid, bid-evaluation and other necessary meetings for implementation of effective procurement system within the defined timeframe.
- Guide the implementing agencies for procurement of goods, works and services as per World Bank procedures.
- Maintain stores related activities of SPMU.
- To coordinate & provide necessary reports to Controller-F&A-SICOM
- Any other work assigned by Project director/Additional project director

#### **4. COMMUNICATION SKILLS: -**

- Good communications and organizational & interpersonal skills;
- Ability to work effectively with project stakeholders.
- Good knowledge of the results-based management of the activities/initiatives;
- Good working Knowledge of Computers, MS Office etc.

#### **5. QUALIFICATIONS: -**

Post-graduation degree in Procurement, Civil engineering having experience of procurement

#### **6. EXPERIENCE: -**

The officer must have at least 7 years of working experience in the field of Procurement related activities with Government of India/State Government/ multilateral funding agencies like World Bank, ADB etc.

#### **7. REMUNERATION:**

Rs 50000-70000/- (per month) (depends on experience)

#### **8. DUTY HEADQUARTER**

The duty headquarters of the Fisheries Specialist will be at KCICM, Thiruvananthapuram. The officer will be required to travel frequently within and outside the State for project purposes.

#### **9. CONTRACT PERIOD:**

Initially for 2 years and further extension based on requirement & performance and need in the project.

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**TERMS OF REFERENCE**  
**FOR**  
**PROJECT ENGINEER**

**1. BACKGROUND**

The Kerala Centre for Integrated Coastal Management (KCICM), constituted as per G.O. (Rt) No. 12/2016/Envvt dated 04.02.2016 and registered under Travancore Cochin Literary, Scientific & Charitable Societies Act, 1955 is the State Project Management Unit (SPMU) under the control of Directorate of Environment and Climate Change (DoECC), Environment Department, Govt. of Kerala, is mandated to implement the ICZMP in the State in association with line departments.

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**2. OBJECTIVE OF THE ASSIGNMENT**

Project Engineer will be responsible to deliver and accomplish the construction and/or rehabilitation of facilities in compliance with the project's goals and objectives. She/he is in charge of the day to day management and supervision, ensuring the overall efficiency and effectiveness of processes and activities undertaken to achieve timely delivery of infrastructures. She/he is furthermore accountable for providing technical assistance to the SPMU team, including inputs to the development of the construction strategies as well as policies for the maintenance of the infrastructures. Roles and responsibilities of Project Engineer are detailed below:

**3. SPECIFIC TASK OF PROJECT ENGINEER:**

Scope of the Project Engineer shall be as detailed below but not limited thereto: -

- Provide overall technical assistance to SPMU in Designing, operations, Implementation and monitoring of the project activities.
- To prepare BOQs, specifications of the project activities.
- To provide support to SPMU and PEAs for preparation of Technical Bids and specifications.
- Responsible to ensure that effective implementation, monitoring and supervision tools are developed and implemented.

- Ensure all technical inputs and cost estimates related to the construction components are accurate, timely provided and included in the project proposals and budgets
- Liaise with other agencies regarding standard designs, processes, quality standards etc. including local government departments, NGO's, etc.
- Participate and assist in sub-project appraisals and engineering surveys and monitoring of field work and onsite inspections
- Assist in the preparation of specifications and drawings for Finance and Admin Division to run the procurement process
- Analyze technical feasibility of sub-projects and conduct technical appraisal of subproject applications for inclusion in Project Appraisal Report inclusive of ensuring compliance with Project Environmental Management Framework
- Prepare engineering drawings or sketches that may be required for the works, as well as tender documents (where applicable), including bills of quantities, conditions of contract, materials and construction specifications, methodology and forms for evaluation of contractors' qualifications, instructions to bidders, form for bid and performance security, etc.
- Review all contractors' working drawings, shop drawings, erection drawings, and drawings for temporary works and act as appropriate thereon.
- Conduct regular site visits where the contractor is working, to supervise the works and to issue instructions as required. Prepare and maintain inspection and engineering reports and records to adequately document the progress and performance of the works.

#### **4. QUALIFICATIONS:**

Master's Degree in Civil/Structural/Building Engineering

#### **5. EXPERIENCE: -**

- Minimum 5 years of professional experience at national level in the relevant field of civil engineering, especially in preparation of construction technical documentation, appraisal and supervision
- Experience in working in complex environments and large infrastructure and/or civil works, particularly in the field of construction technical project documentation development as well as construction supervision;
- Experience in community mobilization/ community monitoring sites, coupled with the ability to address and manage all aspects of monitoring of a construction (legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up).
- Knowledge of procurement, tendering and contracting processes and requirements;
- Experience in technical design of high-rise structure is an asset;

#### **6. DUTY HEADQUARTERS**

The duty headquarters of the Project Engineer will be at KCICM, Thiruvananthapuram. The officer will be required to travel frequently within and outside the State for project purposes.

**7. REMUNERATION:**

Rs 30000-40000/- (per month) (depends on experience)

**8. CONTRACT PERIOD:** Initially for 2 years and further extension based on requirement & performance and need in the project.

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**TERMS OF REFERENCE**  
**FOR**  
**PROJECT ASSISTANT**

**1. BACKGROUND**

The Kerala Centre for Integrated Coastal Management (KCICM), constituted as per G.O. (Rt) No. 12/2016/Envvt dated 04.02.2016 and registered under Travancore Cochin Literary, Scientific & Charitable Societies Act, 1955 is the State Project Management Unit (SPMU) under the control of Directorate of Environment and Climate Change (DoECC), Environment Department, Govt. of Kerala, is mandated to implement the ICZMP in the State in association with line departments.

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**2. OBJECTIVE OF THE ASSIGNMENT**

Project Assistant will be responsible to support Project Engineer/ICZM Planner on deliver and accomplish the construction and/or rehabilitation of facilities in compliance with the project's goals and objectives. She/he is furthermore accountable for providing technical assistance to the SPMU team, including inputs to the development of the construction strategies as well as policies for the maintenance of the infrastructures. Roles and responsibilities of Project Assistant are detailed below:

**3. SPECIFIC TASK OF PROJECT ENGINEER:**

Scope of the Project Assistant shall be as detailed below but not limited thereto: -

- Provide overall technical assistance to SPMU in supervision of infrastructure project activities.
- Conduct regular site visits where the contractor is working, to supervise the works and to issue instructions as required. Prepare and maintain inspection and engineering reports and records to adequately document the progress and performance of the works.
- Responsible to ensure that construction safety measures at Site.
- Assist the Project Engineers on quality control of construction materials.
- Monitor the field work and execute onsite inspections
- Provide technical support on engineering surveys and laboratory testing.

- Evaluate the budget estimation of project sub-activities
- Assist the Project Engineer on preparation of engineering drawings or sketches that may be required for the works, as well as tender documents (where applicable), including bills of quantities, conditions of contract, materials and construction specifications, methodology and forms for evaluation of contractors' qualifications, instructions to bidders, form for bid and performance security, etc.
- Perform other related duties as required.

**4. QUALIFICATIONS:**

Diploma/ITI in the discipline of Civil/Survey/Draughtsman Engineering or equivalent

**5. EXPERIENCE: -**

- Minimum 5 years of professional experience in the relevant field surveying/site supervising and other civil engineering related works.
- Experience in Design, preparation of plan in AUTOCAD/STADD, Budget Estimation, Construction materials testing.
- Land Surveying using advanced surveying equipments like DGPS/GNSS/ETS/Dumpy Level instruments.
- Knowledge of procurement, tendering and contracting processes and requirements;

**6. DUTY HEADQUARTERS**

The duty headquarters of the Project Assistant will be at KCICM, Thiruvananthapuram. The officer will be required to travel frequently within and outside the State for project purposes.

**7. REMUNERATION:**

Rs 25000-40000/- (per month) (depends on experience)

- 8. CONTRACT PERIOD:** Initially for 2 years and further extension based on requirement & performance and need in the project.

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**TERMS OF REFERENCE**  
**FOR**  
**ADMINISTRATIVE OFFICER**

**1. BACKGROUND**

The Kerala Centre for Integrated Coastal Management (KCICM), constituted as per G.O. (Rt) No. 12/2016/Envnt dated 04.02.2016 and registered under Travancore Cochin Literary, Scientific & Charitable Societies Act, 1955 is the State Project Management Unit (SPMU) under the control of Directorate of Environment and Climate Change (DoECC), Environment Department, Govt. of Kerala, is mandated to implement the ICZMP in the State in association with line departments.

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**2. OBJECTIVE OF THE ENGAGING ADMINISTRATIVE OFFICER-ENCORE PROJECT**

Administrative Officer will act as the point of contact for all employees, providing administrative support and managing their queries. Main duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing SPMU records.

**3. SPECIFIC TASK OF ADMINISTRATIVE OFFICER:**

Scope of Administrative Officer shall be as detailed below but not limited thereto: -

- Monitor day to day administration of the office including to manage and supervision of housekeeping etc.
- Manage the administrative requirements of the personnel to be recruited under this project
- Preparing reports on expenses, office budgets, and other expenditures
- Distribute and store correspondence (e.g. letters, emails and packages)
- Logistics and administrative support of the project implementation, including administrative management of the project tasks, local and overseas travel and accommodation arrangements for project personnel and stakeholders
- Administration of General Contract related to General administration
- Schedule in-house and external events

- Maintaining personal records (such as annual leave and attendance sheets) and documents of all project personnel
- Managing the projects filing (e.g. incoming and outgoing correspondences) and keeping the project documentation up-to-date and in perfect order
- Preparing correspondence, documentation, or presentation materials
- Processing of entitlements (daily subsistence allowance, remuneration) and follows up on contracts of project staff and consultants
- Carry out any other project related tasks assigned by the Additional Project Director / Project Director from time to time

**4. COMMUNICATION SKILLS:**

- Good communications and organizational & interpersonal skills;
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail
- Self-directed and able to work without supervision
- Solid knowledge of office procedures

**5. QUALIFICATIONS:**

First Class in Graduate/Post Graduate in any discipline from reputed Institute/University.

**6. EXPERIENCE:**

- 7 years of experience in office administration including recruitment and general administration
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars a must

**7. REMUNERATION:**

Rs 50000-70000/- per month (depends on experience)

**8. DUTY HEADQUARTER:**

The duty headquarters of the Administrative officer will be at KCICM, Thiruvananthapuram. The officer will be required to travel frequently within and outside the State for project purposes.

**9. CONTRACT PERIOD:**

Initially for 2 years and further extension based on requirement & performance and need in the project.

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**TERMS OF REFERENCE**  
**FOR**  
**FINANCE OFFICER**

**1. BACKGROUND**

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**2. OBJECTIVE OF ENGAGING FINANCE OFFICER-ENCORE PROJECT**

Finance Officer at the State Project Management Unit (SPMU) would: - manage the day to day accounts and finance which include accountancy entry tally, preparation of monthly IUFR, annual finance statement, other reports required by SPMU.

**3. SPECIFIC TASK OF FINANCE OFFICER:**

Scope of Finance Officer shall be as detailed below but not limited thereto: -

- Timely submission of monthly/half-yearly reports, yearly financial reports and other information as required by National Project Monitoring Unit (NPMU)
- To assist in preparation of Budget estimates and Annual Action Plan for the Project.
- Preparation of Accounts in Tally software
- To ensure adherence of statutory compliances in respect to TDS, PF, Income tax, GST, etc.
- Monitor the expenditure to be incurred by the concerned departments on this project and preparation of expenditure statements.
- Implement the financial policies and procedures as per World Bank Guidelines.
- Maintenance of accounts
- Preparation of Annual Financial Statements & Balance Sheet



- Preparation of Salary of Staff & TDS compliance
- Handle all tax matters
- Treasury management for the project fund
- Prepare annual budget plan of the project activities
- Monitor the financial activities of the project components
- Assist in various Audits i.e. Internal Audit, CAG Audit, World Bank Audit, statutory etc.
- Compliance of DBT & PFMS
- To coordinate & provide necessary reports to Controller-F&A-SICOM
- Any other work assigned from time to time by project director

**4. COMMUNICATION SKILLS:**

- Good communications and organizational & interpersonal skills;
- Ability to work effectively with project stakeholders.
- Good knowledge of the results-based management of the activities/initiatives;
- Good working Knowledge of Computers, MS Office, Tally, etc.
- Self-starter and able to work with minimum supervision

**5. QUALIFICATIONS:**

Chartered Accountant or equivalent

**6. EXPERIENCE:**

Minimum 7 years post qualification experience in the field of Finance, Accounts and Taxation of similar projects.

**7. REMUNERATION:**

Rs 50000-70000/- (per month) (depends on experience)

**8. DUTY HEADQUARTER:**

The duty headquarters of the Finance officer will be at KCICM, Thiruvananthapuram. The officer will be required to travel frequently within and outside the State for project purposes.

**9. CONTRACT PERIOD:**

Initially for 2 years and further extension based on requirement & performance and need in the project.

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