

**CONTRACT STAFF STRUCTURE FOR THE IMPLEMENTATION OF INTEGRATED
MANAGEMENT ACTION PLAN FOR THE 3 RAMSAR WETLANDS OF KERALA –
VEMBANAD-KOL, ASHTAMUDI, SASTHAMKOTTA AND FOR THE OTHER TECHNICAL
ACTIVITIES OF THE STATE WETLAND AUTHORITY, KERALA**

Sl. No.	Designation	No: of post		No: of Posts	Qualification
		Vembanad - Kol	Ashtamudi & Sasthamkotta		
1	Wetland Specialist	1	1	2	<p>M.Sc. in Environment Science/Environment Management</p> <ul style="list-style-type: none"> • 5 years' experience in wetland related work, water quality monitoring, catchment conservation, sustainable Fisheries, water management, biodiversity conservation, geospatial analysis, sustainable livelihoods and legislations. <p>Desirable: PhD in wetland related work and experience in handling externally aided projects. Experience of running programmes across multiple regions / sites</p>
2	Wetland Analyst	1	1	2	<p>M.Sc. in Environment Science/Environment Management or equivalent from a recognized university with at least 60% marks in the qualifying degree level.</p> <p>Desirable: 1 year experience in water and sediment quality analysis and ecological monitoring</p>
3	Procurement officer	1		1	<p>1) MBA in Procurement Management</p> <p>2) In the absence of (1), MBA in Finance/Marketing/Logistics.</p> <p>3) In the absence of (1 and 2), MCom with Procurement Management (as a paper)</p>

					<ul style="list-style-type: none"> • 3 years Experience in contracting services, Procurement operations, purchase of supplies, equipment, and materials <p>Desirable: Knowledge of the functioning of projects pertaining to external aided agencies</p>
4	Project Assistant (Multi Tasking)	1	1	2	<ul style="list-style-type: none"> • Degree in Science (preferably in Environment or related subjects) • Typewriting in (English) (KGTE) Lower or its equivalent / Typewriting in (Malayalam) (KGTE) Lower or its equivalent <p style="text-align: center;">or</p> <p>Diploma in Computer Application (DCA) after undergoing a course of study of not less than 6 months from an institution run/ recognized by the Government of Kerala or quasi Government institution in Kerala</p> <p>Desirable: Experience in wetland (water, sediment) collection and processing, Knowledge of computer applications such as database management systems, MS Office and accounting packages. Good understanding of general issues in office administration.</p>
Total staff proposed					7

TERMS OF REFERENCE / RESPONSIBILITIES OF CONTRACT STAFF

WETLAND SPECIALIST

Qualification: M.Sc. in Environment Science/Environment Management

- 5 years' experience in water quality monitoring, catchment conservation, water management, biodiversity conservation, geospatial analysis, sustainable livelihoods and legislations.

Desirable: PhD in wetland related work and experience in handling externally aided projects. Experience of running programmes across multiple regions / sites

Terms of Reference/Responsibilities:

1. Carry out research related to ecosystem conservation and management and support the research team/agency in accordance with the research and eco-development mandates of the project.
2. Carryout ecosystem based data documentation, data validation and support the research team/agency in accordance with the research mandates of the project.
3. Monitor the updates of the implementation of the Management Action Plan (MAP) of the concerned wetlands and collaborate with various agencies/institutions involved in it.
4. Act as the key person and team leader at the Project Management Unit (PMU)/Project office level reporting to SWAK Secretariat / Member Secretary, SWAK.
5. Collaborate with internal teams and maintain open communication with senior officials.
6. Responsible for promoting environmental conservation and sustainable development via a variety of means, including education and publicity. Edit, update and publish promotional materials and publications (electronic and print - brochures, videos, ensigns, social media posts, newsletters etc.)
7. Responsible for the delivery of projects within defined financial, quality and time targets.
8. Conduct and supervise research; analyze data toward project direction goals and milestones; write technical reports and create presentations.
9. Perform any other functions/duties that may be assigned by the Member Secretary, SWAK from time to time.

WETLAND ANALYST

Qualification: M.Sc. in Environment Science/Environment Management or equivalent from a recognized university with at least 60% marks in the qualifying degree level. Knowledge in wetland monitoring and management, pollution abatement, biodiversity conservation, sustainable livelihoods

Desirable: 1 year experience in water and sediment quality analysis and ecological monitoring

Terms of Reference/Responsibilities:

1. Collaborate with various agency/institutions involved in the implementation of the Management Action Plan (MAP) of the concerned wetlands.
2. Undertake field surveys and sample collection, laboratory analysis, report preparation, data compilation/ processing and preparation of progress reports of the project etc.
3. Collection of primary and secondary data.
4. Assist in various duties associated with the functioning of Project Management Unit (PMU).
5. Responsible for promoting environmental conservation and sustainable development via a variety of means, including education and publicity.
6. Carry out data processing and report preparation
7. Directly reporting to the Wetland Specialist of the concerned wetland.
8. Perform any other functions/duties that maybe assigned by the Member Secretary, SWAK / superior officers from time to time.

PROCUREMENT OFFICER

Qualification: 1) MBA in Procurement Management

2) In the absence of (1), MBA in Finance/Marketing/Logistics.

3) In the absence of (1 and 2), MCom with Procurement Management (as a paper)

- 5 years Experience in contracting services , purchase of supplies, equipments, and materials

Desirable: Knowledge of the functioning of projects pertaining to external aided agencies; experience in GeM portal purchase/tendering /purchase procedures etc

Terms of Reference/Responsibilities:

1. Responsible for the procurement operations like purchase of products and services in the organization.
2. Responsible for the management, administration, and supervision of the authorities acquisition programs.
3. Assure the procedure for purchase of goods and materials and service
4. Ensure the maintenance of records of movable and immovable property of the SWAK
5. Day to day financial management and Report to Member Secretary on any financial/administrative matters
6. Prepare and check payment, receipt, petty cash vouchers and cheques for payment
7. Developing good relations with suppliers and require expert negotiation skills
8. Assist for the purpose of audit and evaluation of financial matters and preparation of reply to audit queries
9. Perform any other functions/duties that maybe assigned by the Member Secretary, SWAK / superior officers from time to time.

PROJECT ASSISTANT (Multi-tasking)

Qualification: Degree in Science

- Practical computer knowledge and Typewriting in (English) (KGTE) Lower or its equivalent / Typewriting in (Malayalam)(KGTE)lower or its equivalent or
- Diploma in Computer Application (DCA) after undergoing a course of study of not less than 6 months from an institution run/ recognized by the Government of Kerala or quasi Government institution in Kerala

Desirable: Knowledge in sample collection, water quality analysis, computer applications such as database management systems, MS Office and accounting packages. Good understanding of general issues in office administration.

Terms of Reference/Responsibilities:

1. He/ she will be responsible for water, sediment collection and processing, wetland data base management
2. Assist Wetland Analyst and Project Associate in the task assigned.
3. He/ she will be responsible for Maintenance of office records with respect to general management and correspondences
4. Maintaining records for the Office including front-office management.
5. Typing, carry out all word / data processing operations and handling of files.
6. Collecting data and feeding the same into the computer
7. Generating information for decision making
8. Maintenance of Personal Register (PR)
9. Perform any other functions that maybe assigned by the superior officers from time to time related to the field