

I. Position Information	
Job Title	National Project Officer
Project	Strengthening Conservation and Resilience of Globally-significant Wild Cat Landscapes through a Focus on Small Cat and Leopard Conservation
Organization	Global Tiger Forum
Supervisor	National Project Manager
Duty Station	New Delhi
Duration	12 Months (subject to extension based on performance evaluation)
No. of positions	1
Remuneration	Based on experience and skills

II. Background
<p>The Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India, with State Governments of Arunachal Pradesh, Rajasthan, and Uttar Pradesh, UNDP and the Global Tiger Forum is implementing a Global Environment Facility (GEF) funded project: Strengthening conservation and resilience of globally significant wild cat landscapes through a focus on small cat and leopard conservation.</p> <p>This project will secure the conservation of globally significant wild cat landscapes in northern, north-eastern and western India through a landscape conservation approach for wild cats that brings together species conservation programs, connects stakeholders and empowers communities, and operates across PAs, tiger corridors and buffer zones.</p> <p>The project has four complementary components (i) Build the required enabling framework and institutional capacities, (ii) strengthen government management of wild cats and habitat, (iii) build community stewardship at landscape level (iv) enhance private sector partnerships, regional collaboration and knowledge transfer and learning supported by gender mainstreaming and monitoring and evaluation.</p> <p>The Global Tiger Forum seeks to engage the services of a National Project Officer (NPO) to perform the tasks listed in Section III – Duties and Responsibilities.</p>

III. Duties and Responsibilities

Under the overall supervision of the National Project Manager, the NPO will be responsible for the following technical, administrative and managerial tasks:

- Assist in coordinating the project deliverables to ensure that the results are in accordance with the project document and activities approved by the National Project Steering Committee from time to time
- Assume overall responsibility for day-to-day project management on both organizational and substantive matters – budgeting, planning, implementation and monitoring of the project and ensure adequate information flow, discussions and feedback among various stakeholders; ensure adherence to the project work plan, prepare revisions for the work plan, if required
- Assist in preparation and implementation of landscape strategies and plans, involving all the relevant stakeholders
- Provide technical support in implementation of all field activities on daily basis
- Work closely with the State Governments and all project partners in the preparation of Annual Work Plans, including quarterly and annual targets while ensuring its alignment with the Project Results Framework
- Provide support in timely organization, coordination and execution of project related activities (Project Steering Committee meetings, trainings, workshops, stakeholder consultations, arrangements of study tours, etc.). Prepare summary record of the meetings and execute follow-up actions
- Monitor, track and manage project activities and expenditure as per the Annual Work Plans.
- Draft Terms of Reference (TOR), manage and track contracts with project partners/agencies, facilitate and monitor their progress, flag any potential risks and suggest measures for its mitigation
- Interact with line departments and provide support for convergence and sharing of knowledge and experience gained in the project for scaling up and replication
- Assist in facilitating private sector partnerships, regional collaboration and knowledge transfer through organising events, workshops and representing project outcomes at various platforms
- Assist in developing and implementing gender mainstreaming strategies across all the project components. Ensure collection, documentation and reporting of gender desegregated data for onward submission to MoEF&CC and UNDP
- Ensure regular data collection and analysis, as well as reporting and public outreach via mass media, events, and other means, to disseminate results of the project and to promote conservation and sustainable management of landscape, community participation, reduce human wildlife conflicts and other related issues
- Take lead in the preparation and submission of annual Project Implementation Reviews, Annual Progress Reports, Quarterly Progress Reports and other required reports to the NPSC, MoEF&CC and UNDP in accordance with the timelines and quality requirements
- Ensure 100 percent financial delivery and timely submission of face form/UCs to MoEF&CC and UNDP
- Map and report co-finance figure projections and actual realisation on annual basis at landscape and State level.
- Document lessons learned and best practices derived from the project activities
- Support Mid-term and Terminal Evaluation of the project
- Perform any other tasks as assigned by the GTF

IV. Competencies	
Technical Skills	<ul style="list-style-type: none"> ● Sound understanding of current issues related to environment and conservation ● Hands-on experience in implementation and monitoring of externally aided projects on biodiversity conservation and natural resource management
Management skills	<ul style="list-style-type: none"> ● Ability to support technical experts and project team in implementing project activities at the national, state and landscape level to achieve the overall objective of the project ● Ability to support a team of professionals from diverse backgrounds and working with Government and Non-Government agencies to manage national level projects ● Ability to facilitate consultative meetings at national and state level with Government stakeholders to identify priorities and assist in the timely delivery of project activities and achievement of physical and financial annual targets ● Result oriented and ability to convert challenges into opportunities.
Communication Skills	<ul style="list-style-type: none"> ● Ability to prepare comprehensive reports and other communication material for providing progress updates to Government, Donor and implementing partners ● Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity ● Ability to speak and write clearly and effectively; correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed

V. Qualification	
Education:	<p>Essential</p> <ul style="list-style-type: none"> ● Master's degree in the field of Wildlife Science / Conservation Biology / Environmental Sciences/ Natural Resource Management or related field with excellent academic record desirable <p>Desirable</p> <ul style="list-style-type: none"> ● PhD in the field of Wildlife Science /Conservation Biology / Environmental Sciences/ Natural Resource Management
Experience:	<p>Essential</p> <ul style="list-style-type: none"> ● At least 5-7 years of work experience in Environmental conservation/research and community-based conservation management at the state and national levels ● Experience of working with research and conservation institutions

	<ul style="list-style-type: none"> ● State of the art knowledge of the tools and techniques on wildlife research and relevant frameworks. ● Experience in project coordination, project management planning, community-based wildlife conservation and community livelihoods initiatives ● Experience of coordinating with state and landscape level Government agencies ● Close familiarity with the roles, activities and priorities of the State Forest/Wildlife Department and other relevant line departments and agencies on natural resource management, biodiversity conservation, ecosystem services or sustainable livelihood promotion/ community empowerment
Language Requirements:	<ul style="list-style-type: none"> ● Proficiency in English and Hindi (oral and writing)

VI. How to Apply	
Application procedure	<p>Applicants need to send an email to research@globaltigerforum.org with the subject line "Application for the post of <i>National Project Officer – Small wild cats project</i>," along with the following documents:</p> <ol style="list-style-type: none"> 1) Copy of your updated Curriculum vitae (CV) 2) One-page Statement of Purpose (SOP)
Application Status	Open