

I. Position Information	
Job Title	Project Associate
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 aims to strengthen 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 habitats, (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 Project Associate(s) 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 Project Associate will have following responsibilities:

- Assist in planning, coordinating, implementing and monitoring the project at landscape level to ensure that its results are in accordance with the project document and results framework.
- Assist in developing Annual Work Plans, tracking and managing project expenditure in accordance with the budget to ensure transparency, responsibility and timely achievement of project targets.
- Support in implementation of field activities across the project landscapes
- Interact with line departments and provide support for convergence and sharing knowledge of the experience gained in the project landscapes for scaling up and replication.
- Assist in mapping and reporting of the co-finance figure projections and actual realisation on annual basis at landscape and State level.
- Help in identification and documentation of best practices across thematic areas relevant to the project and support in its dissemination.
- Assist in drafting Terms of Reference (TOR), manage and track contracts with project partners/agencies, facilitate and monitor their progress, flag any potential risks and suggest measures of its mitigation. Ensure effective contract management and payments.
- Take lead in the adequate documentation of project activities, progress and tracking of results at landscape level in accordance with the Project Results Framework.
- Assist in organizing and facilitate Project Steering Committee meetings, periodic review meetings and ensure submission of Quarterly Progress Reports, Annual Progress Reports, Project Implementation Report and mid-term progress reports to MoEFCC and UNDP in accordance with the timelines and quality requirements. Support in regular data collection and analysis, as well as reporting and public outreach via mass media, events, and other means for disseminating project results and promoting conservation and sustainable management of landscapes, community participation, reducing human wildlife conflict and other related issues
- Contribute towards the development of relevant communications products as part of the project such as blogs, stories, and other collaterals for effective knowledge management and dissemination purposes.
- Any other tasks 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 biodiversity conservation and natural resource management projects
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, and implementing partners • Good interpersonal skills; 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
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V. Qualification	
Education:	<p>Essential</p> <ul style="list-style-type: none"> • Bachelor’s Degree in the field of Wildlife Science / Conservation Biology / Environmental Sciences/ Natural Resource Management or related field. <p>Desirable</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
Experience:	<p>Essential</p> <ul style="list-style-type: none"> • At least 2-3 years of work experience in Environmental conservation/research and community-based conservation management at the state and/or national levels <p>Desirable</p> <ul style="list-style-type: none"> • At least 2 years of 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 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, among others
Language Skills:	<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>Project Associate</i> – Small wild cats project," 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