

I. Position Information	
Job Title	Project Admin & Finance Officer
Project	Strengthening Conservation and Resilience of Globally significant Wild Cat Landscapes through a Focus on Small Cat and Leopard Conservation
Supervisor	National Project Manager
Duty Station	Ministry of Environment, Forest & Climate Change, 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) enhances private sector partnerships, regional collaboration and knowledge transfer and learning supported by gender mainstreaming and monitoring and evaluation.</p> <p>The Ministry of Environment, Forest & Climate Change seeks to engage the services of a Project Admin & Finance Officer 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 Admin & Finance Officer will be responsible for the following technical, administrative and managerial tasks:

- Monitor and keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager
- Review project expenditures and ensure that project funds are used in compliance with the Project Document, assigned budget lines and GoI financial rules and procedures
- Provide necessary financial information as and when required for project management decisions.
- Provide necessary financial information during project audit(s)
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities.
- Responsible for management of project procurement processes as per rules and regulations
- Responsible for all project logistics and administrative work related to the project including organizing events, booking venues, arrangement for travel, maintenance of premises, etc.
- 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
- 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 realization on annual basis at landscape and State level.

- 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.
- Take a lead in the preparation and submission of Annual Project Implementation Reviews, Annual Progress Reports and other required reports to the NPSC, MoEF&CC and UNDP in accordance with the timelines and quality requirements
- Document lessons learned and best practices derived from the project activities
- Support Mid-term and Terminal Evaluation of the project

IV. Competencies	
Technical Skills	Hands-on experience in 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 financial information on project activities at the national, state and landscape level to achieve the overall objective of the project • Ability to work with a team of professionals from diverse backgrounds and working with Government and Non-Government agencies to manage national level projects • Result oriented and ability to convert challenges into opportunities.
Communication Skills	<ul style="list-style-type: none"> • 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; demonstrate openness in sharing information and keeping people informed

IV. Qualification	
Education:	Essential <ul style="list-style-type: none"> • University degree in accounting, business administration, finance or related discipline

Experience:	<ul style="list-style-type: none"> • At least 7-8 years of professional experience in accounting • Previous work experience with similar projects, with international agencies, is strongly recommended • Experience working with the Ministry protocols
Language Requirements:	<ul style="list-style-type: none"> • Proficiency in English and Hindi (oral and writing)
Remuneration	Based on work experience and qualifications.

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 Admin & Finance Officer</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