GOA COASTAL AND ENVIRONMENT MANAGEMENT SOCIETY (GC&EMS)
C/o Department of Environment and Climate Change,
1st Floor, Pandit Deendayal Upadhay Bhavan, Behind Pundalik Devasthan,
Near Sanjay School, Porvorim, Bardez Goa.
e-mail: goacoastalandenvtmangscty@gmail.com

WALK-IN-INTERVIEW FOR THE FOLLOWING CONTRACTUAL POSTS

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name of post</th>
<th>Duties</th>
<th>Qualification &amp; Experience</th>
<th>Scale</th>
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</thead>
</table>
| 1     | Administrative Officer | *Monitor day today administration of the office including to manage and supervision of housekeeping etc  
* Manage the administrative requirement of the personnel to be recruited under this project.  
*Preparing reports on expenses, office budget and other expenditure.  
*Distribute and store correspondence ( e.g. letters, email and packages)  
*Logistics and administrative support of the project implementation, including administrative management of the project task, 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 projects personnel  
* Managing the project filing ( e.g. incoming and outgoing correspondences ) and keeping the project documentation up-to-date and in perfect order  
*Preparing correspondence, documentation, or presentation material  
*Processing of entitlements (daily subsistence allowance, remuneration) and follows up on contacts of project staff and consultants  
*Carry out any other project related tasks assigned by the Additional Project Director/ project Director from time to time                                                                                   | QULIFICATION:- Graduate from recognized institute  
EXPERIENCE:- *7 years of experience in office administration including recruitment and general administration  
* Proficient computer skills, including Microsoft office suit ( Word, Power point and Excel); scheduling appointments/updating calendar a must  
Essential:  
(1) 15 years residence certificate with employment registration card.  
(2) Knowledge of Konkani  
Desirable: Knowledge of Marathi  | Rs.52,533/- |
| 2     | Finance Officer      | *Timely submission of monthly/half-yearly reports, yearly financial reports and other information as required by NPMU  
*To assist in preparation of Budget estimates and Annual Action Plan for the project.  
*Preparation of Accounts in Tally software                                                                                                                                               | QULIFICATION:- Chartered Accountant                                                                 | Rs.52,533/- |
<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
<th>Qualification</th>
<th>Experience</th>
<th>Salary</th>
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</table>
| Procurement Officer | *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 requirement 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 operation 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 time frame  
*Guide the implementing agencies for procurement of goods, works and services as per World Bank Procedures  
*Maintain stores related activities of SPMU  
*Officer will be required to travel similar projects | Post-graduation degree in procurement, civil engineering having experience of procurement related activities with Government of India/State Government/multilateral funding agencies like World Bank, ADB etc | 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 | Rs.52,533/- |
<table>
<thead>
<tr>
<th>4</th>
<th><strong>Communication and Capacity Building Expert</strong></th>
<th><strong>QUALIFICATION:</strong> First class Post Graduate degree in Mass communication or related.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assist the implementing agencies in</strong></td>
<td><strong>EXPERIENCE:</strong> <em>5 years of experience in organizing outreach and awareness</em></td>
<td></td>
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<tr>
<td><strong>information dissemination, awareness</strong></td>
<td><em>programs/focus group discussions with</em></td>
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<tr>
<td><strong>generation, communication material</strong></td>
<td><em>environment and posses working experience in</em></td>
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<tr>
<td><strong>production.</strong></td>
<td><em>conducting capacity building programs relating</em></td>
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<tr>
<td><em>Participatory communication and</em>*</td>
<td><em>to environment</em></td>
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<tr>
<td><strong>stakeholder consultation</strong></td>
<td><em>Minimum of 2 years</em></td>
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<tr>
<td><em>Assist the implementing agencies in</em>*</td>
<td><em>in-depth knowledge and</em></td>
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<tr>
<td><strong>planning and implementation of</strong></td>
<td><em>demonstrated experience in</em></td>
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<tr>
<td><strong>communication strategies for ICZMP.</strong></td>
<td><em>conducting organization/institutional</em></td>
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<tr>
<td><em>Assist the implementing agencies in</em>*</td>
<td><em>capacity assessments.</em></td>
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<tr>
<td><strong>Mass Awareness and Media Campaign</strong></td>
<td><em>Experience of conducting/assisting the</em></td>
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<tr>
<td><strong>Hoardings, Brochures, Flyers, Booklets,</strong></td>
<td><em>National/ State Level</em></td>
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<tr>
<td><strong>Information dissemination</strong></td>
<td><em>capacity building training program</em></td>
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<tr>
<td><em>Coordinate with print and electronic</em>*</td>
<td><em>Familiarity with</em></td>
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<td><strong>media for, Information Documentaries.</strong></td>
<td><em>decentralization and local</em></td>
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<tr>
<td><em>Create Communication Content</em>*</td>
<td><em>governance processes systems and structures.</em></td>
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<tr>
<td>–Planning, Production and Distribution.**</td>
<td><em>Excellent written and oral</em></td>
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<tr>
<td><em>Assist the implementing agencies in</em>*</td>
<td><em>communication skills in English and local</em></td>
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<tr>
<td><strong>preparation of plans, presentations, study</strong></td>
<td><em>communication skills in Hindi as well; will be</em></td>
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<td><strong>materials, communication material,</strong></td>
<td><em>desirable.</em></td>
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<td><strong>awareness material and organization of</strong></td>
<td><em>Ability to work efficiently</em></td>
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<td><strong>camps, workshop, seminars etc</strong></td>
<td><em>and effectively in a</em></td>
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<tr>
<td><em>Coordinate and monitor the projects on</em>*</td>
<td><em>multidisciplinary team. Good interpersonal skills</em></td>
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<tr>
<td><strong>capacity building related activities.</strong></td>
<td><em>and prior experience in efficient stakeholder</em></td>
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<td><em>Monitor the project on capacity building</em>*</td>
<td><em>consultations and consensus building in India would be</em></td>
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<td><strong>to be proposed under ENCORE.</strong></td>
<td><em>an added advantage.</em></td>
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<tr>
<td><em>Coordinate the projects on capacity</em>*</td>
<td><strong>Essential:</strong></td>
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<td><strong>building of front line forest staff and other</strong></td>
<td><em>15 years residence certificate with</em></td>
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<td><strong>enforcing agencies in biodiversity</strong></td>
<td><em>employment registration card.</em></td>
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<td><strong>identification as proposed.</strong></td>
<td><em>Knowledge of Konkani</em></td>
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<td><em>Support activities which promote</em>*</td>
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<td><strong>knowledge-sharing and enhanced</strong></td>
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<td><strong>cooperation between different units,</strong></td>
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<tr>
<td><strong>promote teamwork, communication and</strong></td>
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<tr>
<td><strong>knowledge sharing that improves the</strong></td>
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<tr>
<td><strong>delivery of services;</strong></td>
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</table>

**QUALIFICATION:**
- First class Post Graduate degree in Mass communication or related.

**EXPERIENCE:**
- 5 years of experience in organizing outreach and awareness programs/focus group discussions with communities relating to environment and posses working experience in conducting capacity building programs relating to environment
- Minimum of 2 years in-depth knowledge and demonstrated experience in conducting organization/institutional capacity assessments.
- Experience of conducting/assisting the National/ State Level capacity building training program
- Familiarity with decentralization and local governance processes systems and structures.
- 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.

**Essential:**
1. 15 years residence certificate with employment registration card.
2. Knowledge of Konkani

Rs.52,533/-
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<tbody>
<tr>
<td>5</td>
<td><strong>Documentation Expert</strong></td>
<td><strong>Desirable:</strong> Knowledge of Marathi</td>
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</tbody>
</table>
|   | *Assist the SPMU in project documentation including drafting of minutes, communiques and reports to National Project Management Unit*  
*Assist the implementing agencies in developing the communication and documentation plan and strategies*  
*Document the print and electronic media assets such as audio – visual public awareness campaign material, banners, hoardings, project profile, newsletter, etc*  
*Design and implement the social media of the ICZM project.*  
*Assist in graphics and videos on ICZMP to be uploaded in social media sites like YouTube, Flicker, Blogger, Facebook, Twitter etc.*  
*Manage the overall documentation and dissemination tasks of the project in coordination with the SPMU subject Experts.*  
*Review all the documents, prior to dissemination*  
*Gather inputs project documents, reports and templates*  
*Conduct process documentation of project activities through regular field visit*  
*Documents learning’s from project implementation experience for use by the stakeholders and community at large*  
*Produce Books, Manuals, Brochures, Newsletters and Progress Reports*  
*Prepare story outlines for short films on thematic areas and assisting in production of short films*  
*Coordinate in organization of thematic workshops*  
*Public Information Officer for the SPMU*  
**QUALIFICATION:** Post Graduate_degree in Social sciences, Social work, Management or Planning; Diploma in journalism, Mass communication or media studies will be an advantage  
**EXPERIENCE:**  
*Minimum 8 years of experience of working in documentation in community mobilization/institution development, capacity building/natural resources management sector*  
*Experience of working in multi-laterally/bilaterally funded projects (countries or agencies such as World Bank, FAO,IFAD, JICA) national magazine or media will be preferred*  
*Demonstrated documentation skills in English and local language especially in preparing success stories, process documents, and publication of newsletters, designing brochures, documentary films.*  
*Proficient computers skills-Micro soft office software, Photoshop, preparation of good PPT and workshop*  
*Good communication skills, proven ability to effectively communicate-verbal and written skills*  
**Essential:**  
1. 15 years residence certificate with employment registration card.  
2. Knowledge of Konkani  
**Desirable:** Knowledge of Marathi  
**QUALIFICATION:** Rs.52,533/- |
| 6 | Environment | **Desirable:** Knowledge of Marathi |
|   | *Co-ordinate the Preparation of ESMF/| **QUALIFICATION:** Rs.79,209/- |
Specialist

**EIA/ EMPs**
*Guide all other project agencies and stakeholders on environmental aspects of ESMF and its applicability to the sub projects 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 sub projects (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 regulation, local bylaws and guidance and World Bank Operational Policies and safeguards requirements.
*Review the investment proposals (sub-projects) and ensure that environment issues are properly addressed by development of a project-specific environmental analysis including (but not limited) land use, 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

**EXPERIENCE:**
* The environmental expert must have at least 8 years of working experience of which 4 years in the field of environmental activities as consultant or working in an intuition which deals with environmental concerns.
* The environmental expert must be fully conversant with the National/ State /Local regulatory requirements on environment and infrastructures 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 infrastructures projects. The expert 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 skill in Hindi as well; will be desirable.
* Ability to work efficiently and effectively in a multidisciplinary team. Good interpersonal skills

**Master’s Degree in civil/ Environmental Engineering/Environment Planning or PhD in Natural Resources Management Environmental Studies/ Environmental Sciences/ Ecology or related field.**

**EXPERIENCE:**
* The environmental expert must have at least 8 years of working experience of which 4 years in the field of environmental activities as consultant or working in an intuition which deals with environmental concerns.
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* 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 skill in Hindi as well; will be desirable.
* Ability to work efficiently and effectively in a multidisciplinary team. Good interpersonal skills
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 safeguard documents are prepared on time and disclosed well in time before start of works and that all required clearances/permits/licenses, are obtained for project. This shall comply with all National/State regulation local bylaws/guidance and world Bank safeguard 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 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 requirement 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 projects stages
* Develop undertake and support training programs on Environmental monitoring and management arrangements developed in the Project;
* Reports 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

and prior experience in efficient stakeholder consultations and consensus building in India would be an added advantage.

**Essential:**

1. 15 years residence certificate with employment registration card.
2. Knowledge of Konkani

**Desirable:**

Knowledge of Marathi
selected LSGs, relevant functionaries and community institution partners.
* Ensure including the necessary activities related to the environmental safeguard, such as training, studies, etc in the project procurement plan if relevant;
* Assist PMU/ Municipalities/ PAs 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

### MIS Expert

* Assist database manager in creation of database, updating generating reports etc
* Create computerized database for physical and financial progress report of works under ICZMP
* Monitor the efficiency of the experts and give them feedbacks
* Create the database such a way that the top management can easily monitor the ICZM project.
* Create management information system which has to show the actual progress of work over planned.
* Manage the overall IT support to the project
* Design performer for data capture and reporting as part of input-output monitoring system in close association with SPMU subject Experts and Project Managements cells of Line Departments.
* Monitor timely collection and compilation of information from districts.
* Develop graphic presentation tools for data analysis and interpretation.
* Assist in designing Geographical MIS in consultation with the GIS Expert to facilitate easy and objective decision making by project officials.
* Planning and conducting training in coordination with SPMU Experts On MIS related issues.
* Manage and maintain project website
* Preparation of reports, outcome indicators, and deliverable of the project and present the same to NPMU.
* Any other task assigned by the Project Director/Additional project director.

### Qualification:

Post Graduate degree in computer Applications/MTech (Computers, IT, IS, Computer Sciences Communications)

### Experience:

* Minimum 5 years of experience in developing and managing MIS of large projects.
* Good knowledge of web designing and programming languages (HTML/Java/ASP.Net)
* Experience and proficiency in data analysis packages such as MS Access/SPSS/STATA
* Proven ability to effectively communicate-verbal and written skills.

### Essential:

1. 15 years residence certificate with employment registration card.
2. Knowledge of Konkani

### Desirable:

Knowledge of Marathi

Rs.52,533/-
<table>
<thead>
<tr>
<th>8</th>
<th>Social Specialist</th>
<th><strong>QUALIFICATION and EXPERIENCE</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Review the project documents to understand the rationale behind the interventions; the process adopted for the selection; choice of intervention and implementing agency; and feedback mechanism.</strong></td>
<td><strong>Candidate must hold master’s degree in social science (namely sociology; social anthropology; any other subject field) from a recognized university</strong></td>
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<tr>
<td><strong>Finalize terms of reference for hiring agency for social assessment, social impact assessment and preparation of safeguards tools.</strong></td>
<td>* Should have at least 8 years of experience of working independently as social development specialist in large infrastructure projects in India.*</td>
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<tr>
<td><strong>Assist SPMU in identifying stakeholders and draw up a stakeholder’s table delineating the interest in terms of expectation, benefits, and ability to commit resources, goals conflicts, etc. Engage with all stakeholders and identify tailor-made activities that are relevant in the project area/region. Finalize stakeholder engagement plan for coastal zone management plan.</strong></td>
<td>* Must have worked in at least one World Bank funded large infrastructure projects.*</td>
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<tr>
<td><strong>Advice SPMU on various national and state level laws and regulations; relevant World Bank environmental safeguard operational policies and requirement that are applicable in the context of the project interventions related to land acquisition / land taking; vulnerable community such as women headed households, tribal population; scheduled caste, etc. if any.</strong></td>
<td>* Must have experience of both national regulations as well as multi-Lateral agency’s policies related to land acquisition, resettlement and indigenous community. The candidate should also have experience of carrying out and managing community consultations; preparation and implementation of livelihood enhancement strategy and plans; working with rural and peri-urban communities and managing large scale social-economic database.*</td>
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<tr>
<td><strong>Help implement ESMF. Specifically screen all proposed interventions to identify any adverse impact on the community, if any. In case of any adverse impact, suggest instruments (such as SIA, RAP, GAP, etc) and measures to address adverse social impact in line with project ESMF. Guide preparation of safeguard documents and disclose the same at SPMU level before the start of civil works.</strong></td>
<td><strong>Essential:</strong></td>
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<tr>
<td><strong>Review the adequacy and impact of project interventions on live hood enhancement opportunities and make suggestions accordingly. Ensure that social assessment is an integral part of planning of all project supported schemes</strong></td>
<td>(1) 15 years residence certificate with employment registration card.</td>
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<tr>
<td><strong>Supervise implementation of social safeguard measures in project interventions and ensure that social development goals are met.</strong></td>
<td><strong>Desirable:</strong></td>
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<tr>
<td><strong>Liaise with various central and concerned State Government agencies on land and other regulatory matters.</strong></td>
<td>Knowledge of Konkani</td>
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<tr>
<td><strong>Be part of grievance redress cell and review types of grievance and the functioning of grievance redress mechanisms by reviewing appeals at all levels and interviewing aggrieved PAPs.</strong></td>
<td>Knowledge of Marathi</td>
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<td><strong>Periodical updating of data on social issues including grievance readressal</strong></td>
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| 9 | **Project Engineer** | 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 prepare support to SPMU and PEAs for preparation of Technical Bids and specifications.  
*Responsible to ensure that effective implementations, 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 the project proposals and budgets  
*Liaise with other agencies regarding standard design, 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 on-site inspections  
*Assist in the preparation of specifications and drawing for Finance and Admin Division to run the procurement process  
*Analyze technical feasibility of sub-projects and conduct technical appraisal of sub project 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

**QUALIFICATION:**-  
Master’s Degree in civil/Structural/Building / Environmental Engineering  

**EXPERIENCE:**-  
Minimum 5 years of professional experience at national/ State 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 process and requirements;

<p>|  |  | Rs.65,637/- |</p>
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<th>10.</th>
<th><strong>Senior Assistant</strong></th>
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| *Review all contractors’ working drawings, shop drawings, erection 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.*  
*Experience in technical design of high-rise structure is an asset;*  
**Essential:**  
(1) 15 years residence certificate with employment registration card.  
(2) Knowledge of Konkani  
**Desirable:**  
Knowledge of Marathi |

| **QUALIFICATION:** | Post Graduate degree in Arts or Social sciences, Social work, Management or Planning; Diploma in journalism, Mass communication or media studies will be an advantage  
**EXPERIENCE:** | *Minimum 5 years of experience of working in documentation in community mobilization/institution development, capacity building/natural resources management sector*  
*Experience of working in multi-laterally/bilaterally funded projects (countries or agencies such as World Bank, FAO, IFAD, JICA) national magazine or media will be preferred*  
*Proficient computers skills-Micro soft office software, Photoshop, preparation of good PPT and workshop*  
*Good communication skills, proven ability to effectively communicate-verbal and written skills*  
**Essential:**  
(1) 15 years residence certificate with employment registration card.  
(2) Knowledge of Konkani  
**Desirable:**  
Knowledge of Marathi |

| **QULIFICATI** | Rs.52,533/- |
| **ON:** |  |