

CONTRACT STAFF STRUCTURE FOR THE IMPLEMENTATION OF

INTEGRATED MANAGEMENT ACTION PLAN FOR THE 3 RAMSAR WETLANDS OF KERALA –
VEMBANAD-KOL, ASHTAMUDI, SASTHAMKOTTA AND VARIOUS ACTIVITIES OF STATE WETLAND
AUTHORITY KERALA (SWAK)

A) STATE PROJECT MANAGEMENT UNIT (SWAK Secretariat) (14 posts)

Sl. No.	Designation	No. of posts	Qualification
Administrative Wing (6 posts)			
1	Administrative Officer	1	<ul style="list-style-type: none"> • MBA / MA in Economics / M.Com of any recognized University with <p style="text-align: center;">Minimum 5 years' experience preferably in government projects/handling externally aided projects</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Retired Administrative Officer / Sr. Administrative Assistant from Kerala Government Service with age below 65 years</p>
2	Accountant	1	<ul style="list-style-type: none"> • M.Com of any recognized University with accountancy specialization with <p style="text-align: center;">Minimum 3 years' experience preferably in government projects</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Retired Accountant /not below the rank of Junior Superintendent or equivalent from Kerala Government Service with age below 65 years</p>
3	Legal Assistant	1	<ul style="list-style-type: none"> • Degree in Law of any recognized University <p style="text-align: center;">Minimum 3 years' experience in the similar positions in Industry or Government</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Retired from similar positions in Government or Industry with age below 65 years</p>
4	Data Entry Operator/ Computer Operator	2	<ul style="list-style-type: none"> • Degree in any discipline with practical computer knowledge • Typewriting in (English) (KGTE) Lower or its equivalent / Typewriting in (Malayalam) (KGTE) Lower or its equivalent <p style="text-align: center;">or</p> <p style="text-align: center;">Diploma in Computer Application (DCA) after undergoing a course of study of not less than 6</p>

			months from an institution run/ recognized by the Government of Kerala or quasi Government institution in Kerala
5	Office Attendant cum Driver (Multi-tasking)	1	<ul style="list-style-type: none"> • Minimum SSLC with valid driving license (those with badge will get preference)
Environmental Education, Publication and Training Wing (3 posts)			
6	Public Relation Officer	1	<ul style="list-style-type: none"> • Masters in Mass Communication/Journalism • 5 years' experience in similar assignments in Industry or Government Sector • Computer knowledge is essential <p style="text-align: center;">or</p> <p>Retired PRO or equivalent positions from Kerala Government Service with age below 65 years will get preference</p>
7	Environmental Education or Training Officer	2	<ul style="list-style-type: none"> • Masters in Environment Science or Environment Management or Environmental Education • 3 years' experience in Environmental or Nature Education including field-level knowledge dissemination <p>Desirable: B.Ed. in Environment/Nature Education</p> <p style="text-align: center;">or</p> <p>Retired Deputy Director of Nature/Wildlife Education or equivalent positions from Kerala Government Service with age below 65 years will get preference</p>
Scientific and Technical Wing (5 posts)			
8	Senior Project Scientist (Wetland Ecology)	1	<ul style="list-style-type: none"> • Masters in Environment Science/ Environment Management • Ph.D. in Environment Science/ Environment Management with specialization in aquatic ecosystems • 10 year Post PG experience in wetland or aquatic Ecology/ hydrological studies and modelling/ geospatial analysis and planning/ pollution abatement/ biodiversity conservation/ water quality monitoring/ catchment conservation/ water management/ sustainable livelihoods/ legislations <p>Desirable: Experience in handling externally aided projects</p>

9	Project Scientist (Sociologist)	1	<ul style="list-style-type: none"> • Masters in Sociology or Equivalent • 5 years' experience in socio-economic planning <p>Desirable: PhD in wetland related work and experience in handling externally aided projects</p>
10	Project Scientist (Economist)	1	<ul style="list-style-type: none"> • Masters in Economics / Environmental Economics • 5 years' experience in socio-economic planning with expertise in FIRR, EIRR & projection/prediction models <p>Desirable: PhD in wetland related works and experience in handling externally aided projects</p>
11	Project Scientist (GIS and Remote Sensing Expert)	1	<ul style="list-style-type: none"> • Masters in Environment Science/Management • 5 years' experience in wetland/aquatic ecology with specialization in geospatial analysis • Working knowledge in geospatial analysis and planning including use of remotely sensed data is essential <p>Desirable: PhD in application of geospatial tools in Wetland Management and experience in handling externally aided projects</p>
12	Project Environmental Engineer	1	<ul style="list-style-type: none"> • Masters in Environmental Engineering/Public Health Engineering or Equivalent • 3 years' experience in pollution monitoring and management, design and preparation of base plan, expertise in solid and liquid waste management systems and sewer design <p>Desirable: PhD in wetland related work and experience in handling externally aided projects</p>

B) PROJECT MANAGEMENT UNIT- ASHTAMUDI ESTUARY (8 posts)

Sl. No.	Designation	No. of posts	Qualification
1	Programme Officer	1	<ul style="list-style-type: none"> • M.Sc. in Environment Science/Environment Management • 5 year experience in experience in water and sediment quality monitoring, catchment conservation, water management, biodiversity conservation, sustainable livelihoods, legislations <p>Desirable: PhD in wetland related work and</p>

			experience in handling externally aided projects
2	Project Fellows	2	<ul style="list-style-type: none"> • 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 <p>Desirable: Minimum 2 years' experience in externally aided projects</p>
3	Community/Social Facilitator	2	<ul style="list-style-type: none"> • Masters in Social Work (MSW) • 2 Years' experience in activities related to social service with stakeholder wetland communities <p>Desirable: Experience of working in externally aided projects</p>
4	Field Assistant	2	<ul style="list-style-type: none"> • B.Sc. in Environmental Science, Botany, Zoology, or equivalent from a recognized university with atleast 60% marks in the qualifying degree level <p>Desirable: Experience in wetland (water, sediment) collection and processing</p>
5	Data Entry Operator/ Computer Operator (Multi-tasking)	1	<ul style="list-style-type: none"> • Degree in any discipline (preferably in science) • 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

C) PROJECT MANAGEMENT UNIT - SASTHAMKOTTA FRESHWATER LAKE (6 posts)

Sl. No.	Designation	No. of posts	Qualification
1	Programme Officer	1	<ul style="list-style-type: none"> • M.Sc. in Environment Science/Environment Management • 5 year experience in experience in water and sediment quality monitoring, catchment conservation, water management, biodiversity conservation, sustainable livelihoods, legislations

			Desirable: PhD in wetland related work and experience in handling externally aided projects
2	Project Fellow	1	<ul style="list-style-type: none"> • 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 <p>Desirable: Minimum 2 years' experience</p>
3	Community/Social Facilitator	2	<ul style="list-style-type: none"> • Masters in Social Work (MSW) • 2 Years' experience in activities related to social service with stakeholder wetland communities
4	Field Assistant	1	<ul style="list-style-type: none"> • B.Sc. in Environmental Science, Botany, Zoology, or equivalent from a recognized university with at least 60% marks in the qualifying degree level <p>Desirable: Experience in wetland (water, sediment) collection and processing</p>
5	Data Entry Operator/ Computer Operator (Multi-tasking)	1	<ul style="list-style-type: none"> • Degree in any discipline (preferably in science) • Typewriting in (English) (KGTE) Lower or its equivalent / Typewriting in (Malayalam) (KGTE) Lower or its equivalent <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • 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

D) PROJECT MANAGEMENT UNIT- VEMBANAD KOL (10 posts)

Sl. No.	Designation	No. of posts	Qualification
1	Programme Officer	1	<ul style="list-style-type: none"> • M.Sc. in Environment Science/Environment Management • 5 year experience in experience in water and sediment quality monitoring, catchment conservation, water management, biodiversity conservation, sustainable livelihoods, legislations <p>Desirable: PhD in wetland related work and experience in handling externally aided projects</p>
2	Project Fellow	3	<ul style="list-style-type: none"> • M.Sc. in Environment Science/Environment

			<p>Management or equivalent from a recognized university with at least 60% marks in the qualifying degree level</p> <ul style="list-style-type: none"> • Knowledge in wetland monitoring and management, pollution abatement, biodiversity conservation, sustainable livelihoods <p>Desirable: Minimum 2 years' experience</p>
3	Community/Social Facilitator	2	<ul style="list-style-type: none"> • Masters in Social Work (MSW) • 2 Years' experience in activities related to social service with stakeholder wetland communities
4	Field Assistant	3	<ul style="list-style-type: none"> • B.Sc. in Environmental Science, Botany, Zoology, or equivalent from a recognized university with at least 60% marks in the qualifying degree level <p>Desirable: Experience in wetland (water, sediment) collection and processing</p>
5	Data Entry Operator/ Computer Operator (Multi-tasking)	1	<ul style="list-style-type: none"> • Degree in any discipline (preferably in science) • Typewriting in (English) (KGTE) Lower or its equivalent / Typewriting in (Malayalam) (KGTE) Lower or its equivalent <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • 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

REMUNERATION STRUCTURE OF THE CONTRACT STAFF

FOR THE IMPLEMENTATION OF INTEGRATED MANAGEMENT ACTION PLAN FOR THE 3 RAMSAR WETLANDS OF KERALA –VEMBANAD-KOL, ASHTAMUDI, SASTHAMKOTTA AND VARIOUS ACTIVITIES OF STATE WETLAND AUTHORITY KERALA (SWAK)

The following pattern of pay scale shall be followed for calculation of remuneration of staff of SWAK for the implementation of the management action plans of the three ramsar sites and the various activities of SWAK including the implementation of new Wetlands (Conservation & Management) Rules 2017.

Sl. No.	Designation	Remuneration	Scale of Pay*
1	Administrative Officer	45800 + HRA	45800 - 89000
2	Accountant	36600 + HRA	36600 - 79200
3	Legal Assistant	27800 + HRA	27800 - 59400
4	Data Entry Operator/ Computer Operator (Multi-tasking)	22200 + HRA	22200 - 48000
5	Office Attendant cum Driver (Multi-tasking)	18000 + HRA	18000 - 41500
6	Public Relation/Extension Officer	36600 + HRA	36600 - 79200
7	Environmental Education or Training Officer	39500 + HRA	39500 - 83000
8	Senior Project Scientist	55350 + HRA	55350 - 101400
9	Project Scientist (Sociologist)	39500 + HRA	39500 - 83000
10	Project Scientist (Economist)	39500 + HRA	39500 - 83000
11	Project Scientist (GIS and Remote Sensing Expert)	39500 + HRA	39500 - 83000
12	Project Environmental Engineer	39500 + HRA	39500 - 83000
13	Programme Officer	39500 + HRA	39500 - 83000
14	Project Fellows	36600 + HRA	36600 - 79200
15	Community/Social Facilitator	36600 + HRA	36600 - 79200
16	Field Assistant (Multi-tasking)	22200 + HRA	22200 - 48000

Note: The pay scale mentioned above is to place the status of the category of staff for the purpose of calculation of HRA, TA, DA and other permissible allowances as per the State Government Service Rules and does not entitle them to claim any allowances/benefits which are allowed in case of Government Servants with the same scale of pay.

** The salary of the contract staff was fixed based on the G.O.(MS) No.50/2017/F& WLO dated 1/11/2017 related to the Operational Manual of Periyar Tiger Conservation Foundation.*

TERMS OF REFERENCE / RESPONSIBILITIES

ADMINISTRATIVE OFFICER (AO)

Qualification: MBA / MA in Economics / M. Com. of any recognized University with minimum 5 years' experience preferably in government projects/handling externally aided projects

or

Retired Administrative Officer / Sr. Administrative Assistant from Kerala Government Service with age below 65 years

Desirable: Knowledge of the functioning of projects pertaining to external aided agencies

Terms of Reference/Responsibilities:

1. Ensure and supervise the daily administrative work of the SWAK
2. Ensure the maintenance of personal records of the employees of the SWAK
3. Ensure the maintenance of records of movable and immovable property of the SWAK
4. Assure the procedure for purchase of goods and materials
5. Day to day financial management under the supervision of Member Secretary, SWAK
6. Receive and disburse cash and cheques on behalf of SWAK
7. Prepare draft agenda notes/annual budget/annual report
8. Prepare financial progress reports on regular basis
9. Report to Member Secretary on any financial/administrative matters
10. Prepare and check payment, receipt, petty cash vouchers and cheques for payment
11. Assist for the purpose of audit and evaluation of financial matters and preparation of reply to audit queries
12. Other duties as prescribed by the Member Secretary subject to the approval of the Governing body of SWAK

ACCOUNTANT

Qualification: M.Com.of any recognized University with accountancy specialization with minimum 3 years' experience preferably in government projects

or

Retired Accountant /not below the rank of Junior Superintendent or equivalent from Kerala Government Service with age below 65 years

Desirable: Knowledge of the functioning of projects funded by externally aided agencies

Terms of Reference/Responsibilities:

(a) Accounting

1. Maintains the accounts
2. Ensures the management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports.
3. Prepares the monthly financial report based on the accounting application, with all necessary justifying documentation (invoice, bank drafts and bank exchange).
4. Ensures a regular monitoring of the bank account(s).
5. Carries out the calculation of the payroll, including overtime, for all SWAK staff on the basis of valid contracts.
6. Maintains payment record of all invoices received.
7. Maintains payee statement records for all suppliers.
8. Carries out payments of all regular area office expenses

(b) Finance / budget

1. Prepares the planning of the financial needs for forthcoming periods.
2. Ensures sufficient availability of funds in the office bank accounts
3. Prepares the elements for the budget analysis.
4. Maintains the budget forecast tool.
5. Monitors the development of expenditure, ensuring that budget overruns do not occur and prepares requests for possible amendments.

LEGAL ASSISTANT (LA)

Qualification: Degree in Law of any recognized University with minimum 3 years' experience in the similar positions in Industry or Government

or

Retired from similar positions in Government or Industry with age below 65 years
Desirable: Knowledge of the functioning of projects funded by externally aided agencies; practice in environmental law

Terms of Reference/Responsibilities:

1. Initiate and pursue legal proceedings as required by the SWAK i.e., prepare writs, defenses, submissions and other pleadings in civil cases both “for and against” the SWAK.
2. Help to file and plead cases in Commercial Court in pursuit of amounts owed to the SWAK. Advise on civil matters that should be directed to external counsel.
3. Advise on statutory compliances.
4. Drafts or review contracts, briefs, notices, memoranda, circulars, correspondence, orders, reports, and other legal forms and agreements and monitor legal obligations under agreements to ensure compliance, as requested.
5. Prepares routine letters (i.e. demand or inquiry) to delinquent parties
6. Conducts preliminary study of cases submitted to the staff arising from infractions of the law, makes preliminary decisions about actions to be taken and prepare drafts for submission to superior
7. Checks documents or papers for legal compliance and correctness
8. Provides legal advisory and counseling on other official matters
9. Perform other functions that maybe assigned by the supervisor from time to time
10. Maintaining a database of the status of all court matters involving SWAK.
11. Advise the executives and employees on changes to the laws affecting the SWAK.
12. Investigate if the SWAK or a staff member does not comply with the law.
13. Oversee all lawsuits, the SWAK is involved.
14. Ensure the SWAK fills out and submits all its legal paperwork.
15. Perform any other functions that maybe assigned by the superior officers from time to time related to his/her field

DATA ENTRY OPERATOR/ COMPUTER OPERATOR (Multi-tasking) (DEO)

Qualification: Degree in any discipline with 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 of 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 Maintenance of office records with respect to general management and correspondences
2. Maintaining records for the Office including front-office management
3. Typing, carry out all word / data processing operations
4. Collecting data and feeding the same into the computer
5. Generating information for decision making
6. Perform any other functions that maybe assigned by the superior officers from time to time related to the field

OFFICE ATTENDANT CUM DRIVER (Multi-tasking) (OA)

Qualification: Minimum SSLC with valid driving license

Desirable: A valid LMV license issued by Indian Authority & minimum 2 years' experience (those with badge will get preference)

Terms of Reference/Responsibilities:

1. Responsible for Office Works/ Driving
2. Taking care of guests, visitors and all other employees.
3. Coordination with all employees
4. Maintain the office neat and tidy
5. Assisting the file and other documents movement between seats
6. Purchasing of office requirements
7. Delivery and payment collections
8. Perform any other functions that maybe assigned by the superior officers from time to time related to the field

PUBLIC RELATION OFFICER (PRO)

Qualification: Masters in Mass Communication/Journalism with 5 years' experience in the field of PR

or

Retired PRO / equivalent positions from Kerala Government Service with age below 65 years

Desirable: Experience managing media relations (online, broadcast and print); background in researching, writing and editing publications; proficient in MS Office and social media; strong communication ability (oral and written)

Terms of Reference/Responsibilities:

1. Develop Public Relations (PR) campaigns and media relations strategies
2. Collaborate with internal teams and maintain open communication with senior officials
3. Edit, update and publish promotional materials and publications (electronic and print - brochures, videos, ensings, social media posts, newsletters etc.)
4. Prepare and distribute press releases
5. Organize PR events (e.g. open days, press conferences) and serve as the organization's spokesperson
6. Seek opportunities for partnerships, sponsorships and advertising
7. Address inquiries from the media and other parties
8. Track media coverage and follow industry trends
9. Prepare and submit PR reports
10. Manage PR issues
11. Perform any other functions that maybe assigned by the superior officers from time to time related to the field.

ENVIRONMENTAL EDUCATION OR TRAINING OFFICER (EEO)

Qualification: Masters in Environmental Science/Management or Environmental Education with 3 years' experience in Environmental or Nature Education including field-level knowledge dissemination

or

Retired Deputy Director of Nature/Wildlife Education or equivalent positions from Kerala Government Service with age below 65 years

Desirable: B.Ed. in Environmental/Nature Education. Candidates should be computer literate and have excellent interpersonal, organizational and communication skills.

Terms of Reference/Responsibilities:

1. Responsible for promoting environmental conservation and sustainable development via a variety of means, including education and publicity.
2. Key feature of the job includes conservation awareness events such as talks, presentations, workshops and guided walks, helping with volunteer activities and conservation projects.
3. Preparing and distributing publicity materials and displays
4. Writing plans, reports and press releases
5. Producing all kinds of educational resources
6. Liaising with schools, businesses, voluntary/community groups and other local organisations
7. Organising school /community visits
8. Work complementary to all other staff especially the social facilitators and programme officers in the three PMUs
9. Perform any other functions that maybe assigned by the superior officers from time to time related to the field

SENIOR PROJECT SCIENTIST (SPS)

Qualification: Masters in Environment Science/ Environment Management. Ph.D. in Environment Science/ Environment Management with specialization in aquatic ecosystems. 10 year Post PG experience in wetland or aquatic Ecology/ hydrological studies and modelling/ geospatial analysis and planning/ pollution abatement/ biodiversity conservation/ water quality monitoring/ catchment conservation/ water management/ sustainable livelihoods/ legislations

Desirable: Experience in handling externally aided projects

Terms of Reference/Responsibilities:

1. Overall scientific/technical coordination and management with all Project Management Units related to Wetland Management Action Plan
2. Defined management responsibilities for several teams of Project Managers and coordinates, through team leaders/managers, the work of multi-disciplinary workforces and/or external sub-contractors or consultants
3. Experience of running programmes across multiple regions / sites
4. Excellent planning and organizational skills including ability to manage time and priorities effectively
5. Responsible for conducting research directed toward discovery and development of new ideas and concepts for building new tools to improve and diversify the capabilities of the SWAK/PMU
6. Responsible for the delivery of projects within defined financial, quality and time targets.
7. Communicator who communicates effectively, builds consensus and manages conflict assuredly
8. Support to other biological investigations such as terrestrial habitat suitability surveys, aquatic habitat surveys, and fisheries surveys
9. Should have the ability in Programme Management
10. Experience of establishing and maintaining effective partnerships with multiple stakeholders to deliver outcomes
11. Regularly communicate the results of the research, internally to upper management, and externally at appropriate scientific conferences.

12. Publication of scientific discoveries is supported to help share the outcomes of the research initiatives.
13. Conduct and supervise research; analyze data toward project direction goals and milestones; write technical reports and create presentations
14. Design, supervise, and interpret quality control equipment, techniques, and protocols of wetlands.
15. Perform any other functions that maybe assigned by the Member Secretary, SWAK from time to time relevant to the field

PROJECT SCIENTIST (SOCIOLOGIST) (PSS)

Qualification: Masters in Sociology or equivalent with 5 years' experience in socio-economic planning

Desirable: PhD in wetland related work and experience in handling externally aided projects

Terms of Reference/Responsibilities:

1. Formulate and undertake research programmes on social aspects relevant to wetlands and prepare reports
2. Conduct PRA, focus group discussions, prepare micro-plans and periodical revisit
3. Assist in conducting hands-on training and exchange visits/study tours for cross-learning and exchange assignments in participatory conservation to NGOs, local community groups, other stakeholders, policy makers, senior and mid-level officers and field staff and other development sector agencies
4. Develop field guides on participatory wetland management
5. Ensure implementation of Environment and social Management Framework
6. Prepare appropriate documents and support to disseminate the best practices in the project Area
7. Contribute in developing training curriculum and training materials
8. Facilitate community mobilization
9. Perform any other functions that maybe assigned by the Sr. Project Scientist / Member Secretary, SWAK from time to time relevant to the field

PROJECT SCIENTIST (ECONOMIST) (PSE)

Qualification: Masters in Economics / Environmental Economics with 5 years' experience in socio-economic planning and expertise in FIRR, EIRR & projection/prediction models

Desirable: PhD in wetland related work and experience in handling externally aided projects

Terms of Reference/Responsibilities:

1. Undertake economic studies on wetland/catchment management committees and prepare development status of families/society in and around the wetland
2. Monitor economic aspects of the wetland management
3. Work in close association with the sociologist and provide various economic inputs
4. Carryout various financial feasibility study in the wetlands
5. Provide periodic training to the frontline staff
6. Undertake consultancies to carry out research/monitoring/surveys in areas outside wetlands
7. Provide technical advices for streamlining the Wetland management committees
8. Conduct training to staff, Wetland management committees and others and organize workshops, seminars and symposiums, important days etc
9. Coordinate with line execution departments/agencies
10. Monitor the income sources and financial sustainability of the State Wetland Authority Kerala/ Project Management Units.
11. Collate data, prepare reports and give technical support to the Project Management Units.
10. Any other duties relevant to his/her field assigned by the Sr. Project Scientist / Member Secretary, SWAK

PROJECT SCIENTIST (GIS AND REMOTE SENSING EXPERT) (PSG)

Qualification: M.Sc. in Environment Science/Management; 5 years' experience in wetland/aquatic ecology with specialization in geospatial analysis. Working knowledge in geospatial analysis and planning including use of remotely sensed data is essential

Desirable: PhD in application of geospatial tools in Wetland Management and experience in handling externally aided projects

Terms of Reference/Responsibilities:

1. Develop GIS and Remote Sensing unit in SWAK secretariat and generate maps
2. Develop training module for GIS database utilization
3. Develop impact monitoring protocol, operational manual and guidelines for wetland geospatial planning and implementation
4. Dissemination on regional planning and development
5. Compile and collate all the information in GIS domain
6. Assist in analysis and preparation of GIS compatible maps
7. Identify and map all wetland resources and critical biodiversity hotspots in the project area
8. Develop demonstration plots for participatory sites
9. Develop/upgrade website, web/mobile GIS portals and apps for data collection and information dissemination
10. Any other duties relevant to his/her field assigned by the Sr. Project Scientist / Member Secretary, SWAK

PROJECT ENVIRONMENTAL ENGINEER (PEE)

Qualification: Masters in Environmental Engineering/Public Health Engineering or Equivalent. 3 years' experience in pollution monitoring and management, design and preparation of base plan, expertise in solid and liquid waste management systems and sewer design

Desirable: Ph.D. in wetland related work and experience in handling externally aided projects

Terms of Reference/Responsibilities:

1. Should use the principles of engineering, soil science, biology, and chemistry to develop solutions to environmental problems in the wetland areas.
2. Prepare, review, and update environmental investigation reports
3. Design projects leading to environmental protection, such as pollution abatement, wealth from waste etc.
4. Monitor the progress of environmental improvement programs
5. Obtain, update, and maintain plans, permits, and standard operating procedures
6. responsible for studying, evaluating and managing the detrimental effects of human activity on the environment
7. Act as the key person in the team for environmental engineering related aspects
8. Any other duties relevant to his/her field assigned by the Sr. Project Scientist / Member Secretary, SWAK

PROGRAMME OFFICER (PO)

Qualification: M.Sc. in Environment Science/Environment Management & 5 years' experience in water quality monitoring, catchment conservation, water management, biodiversity conservation, sustainable livelihoods and legislations.

Desirable: PhD in wetland related work and experience in handling externally aided projects

Terms of Reference/Responsibilities:

1. Carry out research related to ecosystem conservation and management and support the research team 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 in accordance with the research mandates of the project
3. Act as the key person and team leader at the PMU level reporting to Sr. Project Scientist/ Member Secretary, SWAK
4. Any other duties relevant to his/her field assigned by the superior officers

PROJECT FELLOWS (PF)

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: 2 years' experience in handling externally aided projects

Terms of Reference/Responsibilities:

1. Undertake field surveys and sample collection, laboratory analysis, report preparation, data compilation/ processing and preparation of progress reports of the project etc.
2. Carry out environmental analysis, undertake field sample collection and analysis.
3. Collection of primary and secondary data.
4. Carry out data processing and report preparation
5. Any other duties relevant to his/her field assigned by the superior officers

COMMUNITY/SOCIAL FACILITATOR

Qualification: Masters in Social Work (MSW) from a recognized university and 2 Years' experience in activities related to social service with wetland stakeholder communities

Desirable: Experience of working in externally aided projects

Terms of Reference/Responsibilities:

1. Provide linkage between SWAK and wetland communities
2. Act as micro plan implementation support team-help to collect the primary data from the community for micro plan preparation/renewal and help PRA exercise, focus group discussions, survey etc.
3. Addressing/finding out issues and problems, conflicts(existing and emerging) among the wetland/catchment management committees, wetland communities, find solutions and implement with the help of SWAK
4. Facilitating wetland/catchment management committees for field level activities-committee level meeting, stake holder meeting and department related meetings, exposure visits of delegates/officers/trainees from different institutions
5. Help initiate women empowerment through wetland/catchment management Committees/SHGs
6. Explore the possibility of getting projects from line departments
7. Develop recourse persons, voluntary team from the wetland/catchment management committees-make use of their service for community capacity building activities.
8. Any other duties relevant to his/her field assigned by the superior officers

FIELD ASSISTANT

Qualification: B.Sc. in Environmental Science, Botany, Zoology, or equivalent from a recognized university with atleast 60% marks in the qualifying degree level

Desirable: Experience in wetland (water, sediment) collection and processing

Terms of Reference/Responsibilities:

1. Wetland ecology and water quality analysis.
2. Undertake field sample collection and day-to-day reporting.
3. Assist the field team in arranging all kinds of logistics for the scientific field investigations
4. Collection of primary and secondary data.
5. Helping in preliminary data processing and report preparation
6. Any other duties relevant to his/her field assigned by the superior officers