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GOVERNMENT OF TRIPURA
TRIPURA BIODIVERSITY BOARD
ARANYA BHAWAN, GURKHABASTI
AGARTALA, WEST TRIPURA

Dated: 03.05.2017

ADVERTISEMENT

Tripura Biodiversity Board (TBB) intends to invite applications for 1 (one) each of **State Project Coordinator (SPC) & Finance Assistant (FA)** under contractual engagement for UNEP-GEF-MoEF & CC ABS Project “*Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access & Benefit Sharing Provisions*” for the period up to December 2017 as of now. Willing candidates are requested to visit the website <http://www.biodiversity.tripura.gov.in>, or contact TBB office, Aranya Bhawan, Gurkhabasti, Agartala- 799006, Tripura (W) on any working days between 10.AM to 5 PM for further details on scope of work, duties & Responsibilities, Qualification etc. and Prescribed Format for Application. **The application should be sent to the O/o undersigned in prescribed Format by post to reach this office on or before 20/05/2017. .**

Sd/-
(Dr. A. K. Gupta, IFS)
Member Secretary
Tripura Biodiversity Board

UNEP-GEF project titled “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions”

Position	State Project Coordinator (One)
Duty Station	State Project Unit (SPU), Office of the Tripura Biodiversity Board
Mode of Employment	As per terms of contract
Duration	December 2017 as of now.
Consolidated Remuneration (all inclusive) per month (subject to TDS) @ Rs 30000/-	
Procedure of applying	Please see Instructions to the applicants
Applicants belonging to either sex may apply	

Scope of work : Under the overall guidance of the Member Secretary (MS), Tripura Biodiversity Board (TBB) of the project on “Strengthening the implementation of the Biological Diversity Act and Rules with focus on its Access and Benefit Sharing Provisions” the State Project Coordinator will be responsible for implementing the activities of the project and perform the below mentioned activities:

Duties and responsibilities

- Assist the TBB/SPU in the implementation of the Project
- Assist in organizing the State Project meetings
- Assist in preparation of detailed work plan for the state under the guidance of the MS, TBB.
- Maintain effective communication with the relevant authorities, institutions and government departments at State level under direction of MS, TBB
- Coordinate the overall project activities in the state ensuring that all the activities are carried out on time and within the budget to achieve the stated outputs
- Prepare and submit regular progress and financial reports
- Coordinate the activities of the Biodiversity Management Committees (BMCs)
- Support the activities of BMCs with the help of Technical Support Group at district level
- Maintain relations with district administration and district level officials connected with the project activities under direct guidance of MS, TBB.

