

Job title: Assistant Director (Standards and Scheme Development)			
Organisation	Network for Certification and Conservation of Forests (NCCF)	Sector	Natural Resource Management
Location	Noida, Sector- 132 (opposite Jaypee Hospital), Uttar Pradesh		
Essential Qualifications	Post Graduate/PhD or equivalent in Natural Resource Management/ Forestry/ Biodiversity/Environment/Climate Change/Sustainability, or any stream of Life Sciences or similar subject(s)		
Reports to:	Deputy Director, Executive Director, Convener, Secretary and SDG Chairperson/ Co-Chairperson		
Experience	<ul style="list-style-type: none"> - Minimum 3 years post qualification experience required - Strong verbal and written communication and presentation skills - Positive and energetic attitude with quick learning aptitude - Understanding of project management principles - Working knowledge of MS Office, email clients, etc. - Good documentation/drafting skills - Ability to work under stringent timelines with minimum guidance 		
Key Responsibilities/Roles	<p>Overall:</p> <ul style="list-style-type: none"> - Supervise and monitoring Standard Development Process: Trees outside Forests (ToF), Non-Wood Forest Products (NWFP), Protected Areas and Wetlands (PAWs), Quality Planting Material (QPM), Ecotourism, Biofuel and Biomass (BioFM) - Assist in communication of strategies or messages from senior leadership - Supervise, taking updates, reviewing and guiding team in day to day activities - Work in coordination with the Assistant Director (Certification, Administration and Promotions) and NCCF Team - Preparing proposals, concept notes for forestry & NRM related projects - Interaction and coordination with the internal/external members, stakeholders - Coordinate or contribute to activities and projects of NCCF - Monitor and supervise the functioning of the organisation - Map the relevant events, conferences and workshops and prepare for NCCF representation in the shortlisted events. - Participate in project and grant proposal development and annual planning and reporting processes - Propose needed additional mechanisms and/or system improvements - Providing updates to the ED/Convener related to ongoing activities of NCCF - Secretariat functioning and administration management - Willingness to travel (Upto 20%) <p>Standards Development Process</p> <ul style="list-style-type: none"> - Drive the Standard Development Group(s) as per and within the approved timelines and as per the International Standard Setting benchmarks - Provide guidance to the respective group Coordinator for the standard development process w.r.t items such as: <ul style="list-style-type: none"> • Concept note, Presentations, Timelines, Budget, Consultations, Technical 		

	<p style="text-align: center;">Supervision, Record Keeping, Stakeholder Mapping & Engagement</p> <ul style="list-style-type: none"> - Coordinate with the Chairpersons of the respective group related to agreement signing - Prepare an annual plan for each group - Gap analysis of the process w.r.t standard setting protocols - Communicate project insights clearly and concisely to a variety of audiences, whether through practical written guidance, generalist blogs, virtual meetings, or in person <p>Scheme Development</p> <ul style="list-style-type: none"> - Development of scheme related documentation - Apply technical knowledge about standards systems to delivery of projects - Maintain a track of the revision of the documents - Supervise implementation of project in India liaising with multiple international and national stakeholders
<p>Package: Salary is commensurate with experience and skill</p>	
<p><u>Interested candidates are requested to submit their resume and cover letter to the email id provided as under at the earliest with the subject of the email as “Assistant Director SDG NCCF”. Female candidates are encouraged to apply.</u></p> <p>Email at: work@nccf.in</p>	