

Job title: Deputy Director			
Organisation	Network for Certification and Conservation of Forests (NCCF)	Sector	Natural Resource Management
Location	Noida, Sector- 132 (opposite Jaypee Hospital), Uttar Pradesh		
Purpose	This is a key leadership position responsible for day-to-day operations and tasked with ensuring that the overall mission of NCCF is fulfilled. Reporting to the Executive Director, Secretary and Convener, the Deputy Director will have both internal and external responsibilities, ranging from interfacing and liaising with external partners, project management, administration and human resources within the organization. The individual will oversee and monitor internal operations and identify the most efficient methods to ensure the success of the tasks. As Deputy Director, the incumbent will work closely with Secretariat, Convener, Executive Director and the Assistant Directors and Coordinators for Programs on financial and business planning.		
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:	Executive Director, Convener, Secretary and Governing Body		
Experience	<p>8-10 years broad-based senior-level management experience in natural resource management sector</p> <ul style="list-style-type: none"> - Practical experience in executing tasks similar to those described in the post; ideally experience working with a Non-Governmental Organisation (NGO) or in natural resource management sector in Asia. - Demonstrated success in developing successful collaborative working relationships with counterparts from diverse backgrounds, including other implementers and local partners, and international donors - The candidate must have demonstrated achievement of high standards of organizational performance and productivity, in the face of limited resources; - the experience and judgment to strategically identify and implement initiatives to build long-term program sustainability; - Proven ability to work with efficiency and flexibility while maintaining a harmonious workplace. - Excellent verbal and written communications skills, as well as negotiation, problem-solving, outcome measurement and analysis skills. - The candidate must demonstrate very high levels of integrity, ethics and respect for others. <p>The responsibilities of the role are varied, challenging, and require the ability to operate effectively within in a fast -paced, and multicultural environment. The ideal candidate is a seasoned and innovative manager who pays close attention to detail while also focusing on the big picture.</p>		
Key Responsibilities/Roles	<p>This is an executive level position</p> <ul style="list-style-type: none"> - Supervise and oversee the programs of the organisation and provides 		



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	<p>guidance and direction to the Assistant Directors of these various divisions.</p> <ul style="list-style-type: none">- Supervise and oversee Certification Standard and Scheme Development, Certification, Administration and Promotions- Communication with PEFC International- Leading and managing all the operational and administrative aspects of the organisation- Liaison with the stakeholders from diverse sectors for expanding the certification services of the organisation- Maintain continuous line of communications, keeping the senior management team aware of all critical issues- Coordinates and works with the department managers to develop and implement programs and projects of the organisation- Provide strategic guidance to team and on various occasions be called to act as or represent the organisation when needed.- Provide leadership in developing and implementing existing and upcoming programs/Project- Identify best practices and improve internal systems with an eye toward future needs and budget realities.- Monitor flow of Notification Fee as per the NCCF payment terms- Any assignment provided by the senior management
Package: Salary is commensurate with experience and skill	
<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 “Deputy Director NCCF”. Female candidates are encouraged to apply.</u></p> <p>Email at: work@nccf.in</p>	