

Job Title	Project Officer, Noida
Project	UNDP – MoEFCC funded “Prepare participatory integrated landscape level management strategy and plans by defining extent of landscape (alpine & sub-alpine) and evaluating landscape level existing strategies in SECURE Himalaya Project landscapes in Selected districts of Sikkim and H.P.
HQ location	Noida, Sector 132, UP
Reporting	Team Leader
Essential Qualification	<ul style="list-style-type: none"> ▪ Masters’ Degree in the field of Forestry/Botany/Natural Science/ Wildlife Science/Biodiversity Management/life science/ Environment Science or related streams. ▪ Preference will be given to PhD in any of the above science stream ▪ <u>Minimum 10-12 years of work experience in Project Management, Coordination and Communications in the subject of forestry, biodiversity conservation, wildlife management, human wildlife conflict, rural development, panchayat, policy issues of integrated development</u>
Desired Qualification	<ul style="list-style-type: none"> ▪ Having work experience in the government sector, government organisation or a civil society or institution of repute having interacted with government departments/ministries; example, person retired from forest service ▪ <u>Having work experience in landscapes of high-altitude projects</u> ▪ Knowledge of conservation and rural development issues related to local communities in high altitude areas of Himalayas
Competencies	<ul style="list-style-type: none"> ▪ Should be able to lead and coordinate with the team ▪ Good research, technical and analytical skills ▪ Good business communication ▪ Excellent drafting skills, report writing ▪ Knowledge and experience of working in field based projects ▪ Good knowledge of MS Office ▪ Has exceptional planning and administrative skills related to implementation, monitoring and evaluation of projects ▪ Ability to drive the process in line with the time bound targets of the project ▪ Willing to travel, as and when required, in high altitude areas and snow leopards’ landscapes in Sikkim and Himachal Pradesh ▪ Accessibility /good relations with the stakeholders including but not limited to government, institutes and local communities ▪ Ability to deliver and work against short timelines ▪ Stakeholder identification and engagement ▪ Able to organise and conduct interactions, training sessions, workshops, surveys, FGDs with local communities, local administration, district administration, etc ▪ Organising and conducting field surveys, collection of information through questionnaires, compilation of information, basic analysis and converting information and data into field report