

No.F.24 (1-1)/Part-II/For-TBB/2013-14/2539-47

GOVERNMENT OF TRIPURA
TRIPURA BIODIVERSITY BOARD
ARNAYA BHAWAN, GURKHABASTI
AGARTALA, TRIPURA (W)

Dated: Agartala, 19/12/2015

WALK-IN-INTERVIEW

The Tripura Biodiversity Board (TBB) intends to engage the following under contractual engagement at the O/o the TBB, Agartala

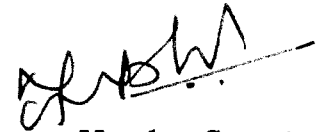
SL No	Name of the Post	Essential qualification	Experience required	Remuneration
1	Senior Technical Officer (STO)	Post Graduate Degree in a relevant discipline (Biotechnology/ Botany/ Zoology/ Life Science/ Forestry) with at least One Year experience/ Graduate in above discipline with experience of at least three years and knowledge in biodiversity related issues (Age: Not more than 40 years)	1. Good communication and interpersonal skills including fluency in English and other local languages. 2. Proficiency with computer knowledge including DTP and data analysis. 3. Documentation/ development of publicity and awareness materials/ extensive writing skill of popular and technical reports. Ability to conduct Seminar/ workshop/ meetings for awareness generation. 4. Candidate must be willing to undertake extensive touring. 5. Adequate experience in drafting rules and regulations, tender procedures etc.	Consolidated Rs 20,000/- (all inclusive) per month (Subject to TDS)

Duties & Responsibility:

1. Assist Member Secretary in the implementation of the Programme related to TBB.
2. Assist in organizing Meetings/ Seminar/ Workshops.
3. Assist in preparation of Annual work plan under the guidance of Member Secretary, TBB.



4. Maintain effective communication with the relevant authorities, institutions and government departments at State level.
5. Coordinate the overall TBB activities in the state ensuring that all the activities are carried out on time and within the budget to achieve the stated outputs.
6. Prepare and submit regular progress report/ Newsletter/ Annual Reports.
7. Maintain files with TBB documents, expert reports.
8. Assist in translation of documents in different languages, maintenance of website. Drafting correspondence and documents for correctness of form and content;
9. Perform any other duties assigned by the Member Secretary, TBB



**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	Computer Assistant (One)
Duty Station	State Project Unit (SPU), Tripura Biodiversity Board
Mode of Employment	As per terms of contract
Duration	Initially for a period of June 2016 subject to continuation of Project and Performance of the candidate.
Consolidated Remuneration (all inclusive) per month (subject to TDS) will be paid commensurating with Educational Qualification, experience etc.	
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” and under the direct supervision of the MS, TBB and State Project Coordinator the Computer Assistant will undertake the following activities :

Duties and responsibilities

Assist MS/ SPC in preparation of the different documents, reports, literature and communication with different agencies and stake holders,

- Provide logistical support to the MS, TBB and State Project Coordinator and project consultants in conducting different project activities (trainings, workshops, stakeholder consultations, arrangements of study tour, etc.);
- Maintain files with project documents, expert reports;
- Assist TBB/ SPU for regular contact with project experts and consultants to inform them about the project details and changes;
- Assist in translation of document in different languages, maintenance of website. Drafting correspondence and documents; finalize correspondence of administrative nature; draft & edit reports and other documents for correctness of form and content;
- Provide logistic arrangements for travel of different officers of TBB/SPU etc., respectively;

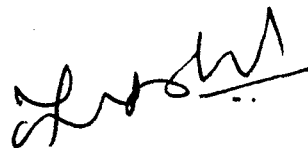


- Undertake tasks related to collection and collation of data during project related field visit.
- Act on telephone inquiries, fax, post and e-mail transmissions, and co-ordinate appointments;
- Any other duties assigned by the Member Secretary/SPC

Required Expertise

- Graduate in Computer applications or Graduation in computer sciences such as BCA, MCA, B.Sc. (Computer Sciences) etc.
- Fluency in written and spoken English.
- Proficiency in Regional local language.
- Outstanding time-management, organizational and inter-personal skills.
- At least 2-years of experience in the relevant area.
- Preference will be given to qualified residents of the respective states.
- Proficiency in technical report writing/ analysis of data
- Willingness to tour extensively within & outside the state.

Age : 35 YEARS ON THE CLOSING DATE OF APPLICATION

A handwritten signature in black ink, appearing to be 'S. S. S.', written in a cursive style.