

Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
(Mangrove Foundation)

TERMS OF REFERENCE

Title of the Position	Head, GIS Cell
Organization	Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra
Professional fees	Rs. 50,000/- per month (consolidated)
Headquarters	Mumbai
Nature of Engagement	Temporary, on contractual basis
Duration	1 year (extendable, based on performance)
Duty Station	Mumbai

BACKGROUND

To achieve the goals of coastal and marine biodiversity conservation in Maharashtra, a dedicated institution, the Mangrove and Marine Biodiversity Conservation Foundation of Maharashtra (or Mangrove Foundation) has been established by the Government of Maharashtra to focus on research and education, livelihood development, ecosystem conservation, policy development and interventions enabling participatory conservation of this unique ecosystem.

The foundation has the following specific objectives:

1. To protect, preserve, conserve, regenerate, restore, enrich and maintain the biodiversity of coastal, island, wetland and marine, having direct or indirect impact on human life.
2. To promote livelihoods, culture, socio-economic development such as ecotourism and rights of communities dependent on these ecosystems.
3. To build research and academic capacity in the field of coastal, island, wetland and marine ecosystems that will inform policy-making, act as a repository of information and build the foundation for capacity building and welfare programs.
4. To contribute to the overall goal of coastal, island, wetland and marine conservation and be recognised as an institute of repute in the above said themes.

JOB DESCRIPTION

The Head, GIS Cell shall support the Foundation with necessary maps, and different types of data such as socioeconomic, demographic, land use, land cover, environmental, infrastructure,

etc. in designing, planning and implementing projects that support the conservation of mangrove, coastal and marine biodiversity and ecosystems.

DUTIES AND RESPONSIBILITIES

- Provide support to the Deputy Director (Research & Capacity Building), Joint Director and Executive Director of the Mangrove Foundation, with relevant GIS data for project interventions.
- Coordinate with users and officers in the Foundation to define data needs, project requirements, required outputs, or to develop applications; Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS.
- Create maps and graphs, using GIS software and data collection equipment; Perform research to obtain and expand existing datasets; Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
- Compile geographic and demographic data from different sources on mangroves, coastal and marine ecosystems & biodiversity; support the activities of the Foundation by making available necessary information for successful implementation of relevant projects.
- Enter new map data using cartographic principles; Analyze and model relationships between geographic data sets.
- Analyze spatial data for geographic statistics to incorporate into documents and reports. Assist in preparation of technical documents, proposals, annual reports, etc.
- Consult with external stakeholders to access censuses, fieldwork, satellite and aerial imagery, and maps.
- Lead the operation and maintenance of GIS system hardware, software, and peripherals
- Carry out necessary site/field visits, to collect and verify data and maps, and take necessary steps for ground-truthing of data and maps.
- Assist in drafting Terms of Reference, monitor deliverables, review reports and prepare appraisal notes for release of funds for sub-projects.
- Support the Deputy Director (Research & Capacity Building), Joint Director and Executive Director of the Mangrove Foundation in preparation of budget and administrative functions related to research and conservation projects.
- Any other duties as decided and approved by the Deputy Director (Research & Capacity Building), Joint Director and Executive Director of the Foundation.

- The Head, GIS Cell shall work under the overall guidance and supervision of the Deputy Director (Research & Capacity Building), Joint Director and Executive Director of the Foundation.

ELIGIBILITY

Post-Graduation in Geo-Informatics (Ph.D. Desirable), Post-Graduation in Remote Sensing with minimum relevant experience of 3 years in GIS and related fields

METHOD OF APPLICATION

Applicants are requested to download and electronically fill the “**Application Form for Contractual Positions under the Mangrove Foundation**” (available at <https://sgnp.maharashtra.gov.in/1206/Tenders>) and send a PDF version of the completed form, via email, to hr.mangrovefn@gmail.com, or a printed copy of the completed form, by post or hand delivery, to **The Executive Director, Mangrove Foundation & APCCF, Mangrove Cell, 2nd Floor, A Wing, SRA Building, Anant Kanekar Marg, Bandra (East), Mumbai – 51.**

Please note the following points during application, failing which your application will not be considered for selection.

1. Applications must be submitted only in the above form, no other formats will be considered. Hand-written forms will not be accepted.
2. Please mention the name of the post in the subject of your email or on the envelope in this format: ***Application for <name of the post>***.
3. Only shortlisted candidates will be contacted.
4. The **last date of application is 15th January 2018, 17:00 hrs (IST)**. Applications received beyond this deadline will not be considered.

The Foundation reserves the right to reject any application without assigning any reason thereto.