

## Climate Change Division

Name Of the Position	Senior Consultant (01 Post Outsourced)
Qualification	Ph D in subject related to climate change in essential and 3 years of relevant research experience
Tenure of the position	One year
Experience in Related Field	5 year ( Age limit less than 45 years)
Salary	50,000/- (CTC Per Month)
Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Project formulation and getting approvals for both GOK and national funding agencies (MoEF &amp; CC, DST etc.)</li> <li>• Assigning duties to staff and coordination of project activities of CCC, guiding and supervising the project works</li> <li>• Conducting projects as Principal Investigator</li> <li>• Arranging the State Action Plan on Climate Change (SAPCC) meetings (Core group and Chapter meetings) and preparing the proceedings and circulating to all.</li> <li>• Organizing the State Level Steering Committee (SLSC) and State Level Steering Committee on Climate change (SLSCC) meetings for National Adaptation Fund for Climate Change (NAFCC) projects and SAPCC.</li> <li>• Interaction with line departments and experts for SAPCC revision.</li> <li>• Preparing and conducting IFS training proposals.</li> <li>• Associating in the training programmes of the institute.</li> <li>• Organizing workshops/Seminar/Conferences.</li> <li>• Collaboration with other knowledge Institutions for generation of scientific knowledge and its dissemination</li> <li>• Preparation of speech / notes for Forest Ecology and Environment / minister, LA questions etc</li> <li>• Preparation of reports on CCC work progress( quarterly report, annual ) and research papers for publication</li> <li>• Attending to the administrative works in the CCC (File processing, sending mails, interacting with experts/ stakeholders etc.)</li> </ul>

	<ul style="list-style-type: none"><li>• Attending the Technical Scrutiny Committee meetings regarding equipment procurements, Other meetings conducted in the institute</li><li>• IMS document preparation and attending the MR meetings and arranging to comply with the IMS norms.</li><li>• Conducting National Seminars and preparing the proceedings in the form of an edited book.</li><li>• Participation in Seminars/Conferences related to Climate change and related issues.</li><li>• Comply with the ISO Stipulation, assisting in National Accreditation Board for Testing and Calibration Laboratories (NABL) and Comply with the IMS norms, ISO Stipulation, assisting in National Accreditation Board for Education and Training (NABET) accreditation.</li><li>• To be responsible for satisfactory time keeping, conduct of staff and to maintain discipline. Undertake staff appraisals and ensure staff records are kept relating to holiday and sickness. Checking of staff activity. General reporting and management of sickness absence of the project team.</li><li>• Grant leave to staff in section after making alternative arrangement</li></ul>
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