

Terms of Reference (TOR) of Administrative Officer

About the Project

Sustainable Forest management for Water Conservation in Manipur (COSFOM-KfW) is a development project of the Government of India (GoI) supported by the Federal Government of Germany through KfW within the context of the Indo-German Program on Climate Change Adaptation in the Himalaya. The project is implemented by the Manipur Forest Department (MFD, the Project Executing Agency) and managed by the Community Forestry and Water Conservation Society (CF & WCS-M). The first phase of the project is designed for 7 years from 2018-2025. The overall project outcome is formulated as 'Climate resilience of upper watershed ecosystem is improved or sustainably restored and the adaptive capacity of forest-dependent communities is increased (through sustainable forest management and water resource conservation). The project will work in three catchment areas-the Ukhrol Block of the Thoubal Catchment in Ukhrol District, and the Imphal and Singda catchment in Kangpokpi district-and aims at delivering four outputs:

- 1). Participatory watershed planning, coordination and monitoring;
- 2). Restoration and sustainable management of upper watershed;
- 3). Security and improvement of livelihoods;
- 4). Capacity building for community-based watershed management.

Community Forestry & Water Conservation Society, Manipur (CF & WCS-M) requires to appoint an Administrative Officer (AO) on contract basis from the Open Market/ on deputation from State/Central Government.

Post: Administrative Officer(AO), CF&WCS, Manipur

Location: Imphal, Manipur with extensive field travel.

Grade: Senior Professional Grade.

Mode of recruitment: The Post will be filled up through open competition as per Eligibility criteria given under A(i), (ii) and (iii) . Eligible Central/ State Government employees may also apply through proper channel. All Categories of candidates shall go through the selection process as per rules of the society

Salary: Rs. 80,000/- per month (Consolidated). Deputation allowance or Project allowance whichever is admissible , at Government rates, shall be paid if the appointment is made on deputation basis and if salary of the parent department is opted.

A. Eligibility criteria:

i) For appointment on contract basis from open market:

Essential Qualifications:

Master's degree or bachelor's degree in any discipline from a recognized university with a Post Graduate Diploma in Management from a recognized Institution/ University.

Experience: Minimum 10 years' experience for those with master's degree and 15 years for Bachelor's Degree holders, in Administration, Human Resource Management, Project Management in Government or Corporate sector or in related works.

Contract: - The contract will be for 2(two) years initially and may be extended with mutual consent based on need, continued funding and performance.

OR

ii) Retired Central/State Government officers who held the post of Under Secretary or equivalent level or above, having adequate knowledge in the area of Administration and Accounts shall be eligible. Upper age limit for such candidates shall be 63 years as on the last date of receipt of application.

Contract: - The initial contract will be for 2(two) years and may be extended as per requirement in accordance with the extant Government rules for re-engagement of retired Government employees.

OR

iii) For government employees desirous to be appointment on Deputation basis:

Central / State Government officers with 3 years' service in level 8 (38800-123100) and above in Pay Matrix (as per 7th CPC, Manipur or equivalent) shall be eligible to apply for the post.

Period of deputation will be for 2 years which is extendable as per terms of deputation and in accordance with the extant rules of the Government.

B. Age limit:

The Maximum age for appointment to the post of AO shall be 55 years of age for all candidates eligible under A(i)&(iii) and 63 years for retired Government employees (Ref. A(ii) above) as on the closing date for receipt of application.

C. Desirable:

- Candidates having experience of working in similar Externally Aided Projects (EAP) will be preferred.
- Experience in Office Administration, Team Management, Human Resource Management, and organizing events is highly desirable.
- Willing to travel extensively.

- Excellent writing and oral communication.

D. Duties and Responsibilities: Under the general supervision and policy guidance of the Project Director, CF&WCS, Administrative Officer will perform the following functions:

- Human Resource Management, Corporate Planning and Administrative Services.
- Shall plan and administer a variety of administrative support programmes, mail service; Office Communications; occupational health and safety; security; office supply; and repository management of all files and official documents.
- The Administrative Officer shall be responsible for the Project's operation specifically administrative management functions, personnel management functions and other special assignments.
- The Administrative Officer shall be responsible for processing of all files for approval of Project Director.
- The Administrative Officer shall coordinate and supervise all General Service and Support Staff and as such, is responsible for their performance appraisal, and all other supervisory functions.
- The Administrative Officer shall ensure that administrative records (correspondence, inventory, etc.) in all offices are well organized, maintained and updated.
- The Administrative Officer shall provide periodic written reports on administrative matters relating to progress of the Project to the Project Director.
- The Administrative Officer shall be responsible to handle travel and accommodation arrangements for its Officials on official tours.
- The Administrative Officer shall be responsible for review of Project Management Cost budgets and recommend improvements and adjustments.
- The Administrative Officer shall be responsible to organize meetings, seminars, workshops, and other official events.
- The Administrative Officer shall develop appropriate communications procedures to ensure that all members of the PMU and DPMU are informed regarding the policies and directions of the Project.
- Any other task assigned by the Project Director that would contribute to the realization of Project objectives.
