



**OFFICE OF THE  
PROJECT MANAGEMENT UNIT  
NAGALAND FOREST MANAGEMENT PROJECT  
NAGALAND, KOHIMA**

(A non-profit society under Department of Environment, Forest and Climate Change)



**General Instructions and Guidelines for the Applicants**

1. Applications must be in prescribed format only. Write clearly the Code Number of the position applied for in the format. Application form may be downloaded from the Website.
2. Only one application shall be entertained from one person.
3. Applications with required document may be submitted at the following address:  
**Office of the PMU,  
Nagaland Forest Management Project Society,  
Ground Floor, Forest Office Complex,  
Near Ministers Hill Higher Sec. School  
Agri Farm Colony  
Nagaland: Kohima**
4. Candidates may also submit applications via email at [pd.afp@nfmpjica.org](mailto:pd.afp@nfmpjica.org) / [om@nfmpjica.org](mailto:om@nfmpjica.org)
5. Candidates already under employment in any Government department/Organisation/PSUs should apply through proper channel/under intimation to the concerned controlling officer.
6. Applications will be shortlisted according to criteria decided by the society.
7. The shortlisted candidates will be called for personal interview on a date to be informed to them personally.
8. The candidates shall bring original documents at the time of interview.
9. Last date for submission of application is **December 7, 2024**.
10. Office letters will be sent to selected candidates through e-mail subjected to general health check-up and verification of antecedents.
11. The selected candidates will initially be appointed for a period of one year, which may be extended depending on their performance.



11. List of documents enclosed:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

12. Other Information (If Any):

13. Contact Details:

Mob. No:	e-mail id:
Residential Address:	Permanent Address:

**Declaration:**

I do hereby certify that all aforesaid information/ details are correct to the best of my knowledge and I have not concealed any information. In case the disclosures are found to be incorrect, my candidature/ appointment shall be cancelled without any assigned reason.

**(Signature & Date)**

**Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

## **SUPPORT STAFFS FOR ROJB**

### **1. Accounts Assistant**

**CODE: ROJB 1**

**No of Posts:1**

Period of contract: Initially 1 year, extendable based on performance and as per project requirement.

Qualification: B.com/M.com, knowledge of tally and other accounting software.

Experience:

- Minimum 2 years of experience in similar position in Govt/private/project.
- Knowledge of Financial rules/guidelines of GOI/GON.
- Knowledge of audit requirements for Financial compliances.

Age Limit: below 45 years of age

Remuneration: 25,000/PM

Job description:

- Assist in budgeting and accounting of ROJB.
- Monitoring fund utilization of ROJB.
- Maintain record of all financial matters of ROJB.
- Prepare periodical financial statements and submission of monthly, quarterly and annual financial statements to PMU.
- Ensuring internal and statutory audit and preparation of statements for the purpose.
- Keeping proper records of procurement made, fixed assets and carrying out periodical physical verification of the assets.
- Ensuring compliance with legal and statutory requirements such as filling of TDS and income tax returns and filling of annual audited accounts.
- Any other task assigned by the ROJB CEO.

### **2. Multi Tasking Staff (MTS)**

**CODE: ROJB 3**

**No of posts: 1**

Period of contract: Initially 1 year, extendable based on performance and as per project requirement.

Qualification: VIII passed

Experience: Minimum 2 years of experience in similar position in Govt/private/project.

Age Limit: Between 18-30 years of age

Remuneration:15,000/PM

Job description:

- Maintenance of Office space and any task assigned by the ROJB CEO.

### **3. Driver**

**CODE: ROJB 4**

**No of posts: 1**

Period of contract: Initially 1 year, extendable based on performance and as per project requirement.

Qualification: Read up to class 8 with valid driving license

Experience: Minimum 3 years of experience in similar position & basic knowledge of vehicle mechanics.

Age Limit: Below 35 years of age

Remuneration: 12,000/PM

Job description:

- Maintain vehicle log book
- Any other assigned by the ROJB CEO.

# **Terms of Reference (ToR) for Team of Expert**

at Nagaland Resource Organization on Jhum and Biodiversity (NROJB)

## 1. BACKGROUND.

In Nagaland, 60% of the total population relies on natural resources (agriculture and forest) for their living. Forests contribute about 75% of the total geographical area, and within this jhum-farming is the predominant land-use. The Nagaland Forest Management Project (NFMP), with the financial assistance from Japan International Cooperation Agency (JICA) is being implemented to strengthen the forestry sector of the state, with long term goals of environmental conservation and poverty alleviation. The project aims to improve the forest ecosystem by promoting sustainable jhum and forestland management and biodiversity conservation work in 185 villages. The project targets to cover about 79 thousand ha of forest, jhum land and community conservation areas through different forestry and biodiversity conservation models. The project is getting implemented in 10 years' time i.e. between 2017-18 to 2026-27. Institutional and information strengthening are important objectives of the NFMP. Thus, creation of Nagaland Resource Organization on Jhum and Biodiversity (NROJB) to further inter-disciplinary research on jhum in the state in particular and in the NE region in general, it supports policy and practice, has been identified as one important intervention area under NFMP.

NROJB will function now under the institutional umbrella of Nagaland Forest Management Society and subsequently may be developed as an autonomous Society under the aegis of Nagaland Forest Department. It aims to foster inter-disciplinary research, action and knowledge management around shifting cultivation (jhum), forestry and biodiversity so as to shape appropriate policies and programs for sustainable resource management and livelihoods promotion, in the north-eastern region, specifically in the State of Nagaland. Its goal is to draw interests of large sets of stakeholders, including from different geographies (i.e. local to national to regional) and different disciplines (i.e. ecology, economics, agronomy, climate change, etc.).

### (1) Research

- a. Participatory Exploratory Research to investigate the ongoing biophysical and socioeconomic interactions (including institutional and governance related) around jhum and forest landscapes and implications on biodiversity, livelihoods, climate change
- b. Participatory Action Research around project interventions to monitor the process (participation, governance etc.) and changes in landscapes and livelihoods
- c. Any other research as would be deemed fit or would be required to meet project objectives, compliment project processes

(2) Information repository on Jhum and Biodiversity in Nagaland and maintaining project database

(3) Conduct capacity building of the project stakeholders and other relevant agencies around the Centre's work and learnings to effectivity disseminate and use the research findings.

(4) Carry out regular publication of "the research findings for internal circulation (viz: IEC materials) and external dissemination (viz. research paper, website, media dissemination) ROJB shall be provided with following facilities.

## 2. POSITION SUMMARY.

An expert team will be the core of NROJB. It will be headed by a Director and include experts each from the fields of Forestry/ Biodiversity, Community Mobilization/ Sociology/ anthropology, livelihoods, livestock and communication. NFMP is looking forward to recruit four position as of now.

**Director cum Forestry/Biodiversity Expert:** Director will coordinate and manage various administrative and program operations of NROJB in close association with CEO of NROJB, PMU and PMC of NFMP. The successful candidate will be based at Dimapur and will travel frequently to various project locations including the NFMP office at Kohima. The position will be on contractual basis, with an initial contract for one year, subsequently extended with mutual agreement.

**Four Experts:** one in each of the field of Community Mobilization, Livelihoods, Livestock and Communication. Each should have at least a Master's degree with minimum of 10-15 year's experiences as a researcher or practitioner with Government/NGO/Private sector, with evidence of publication. The successful candidate will be based at Dimapur and will travel frequently to various project locations across the state of Nagaland. The position is on contractual basis.

## 3. COMPETENCY AND EXPERTISE REQUIREMENTS

### I. Director cum Forestry/ Biodiversity Expert (ROJB A)

#### Essential Qualification

- Post Graduate degree in Agriculture / Forestry / Biodiversity I/Wildlife Science / Environmental Science/ Climate change/ Natural Resource Sciences/Social Science/Economics/Business management/ Development Studies or other associated disciplines from reputed academic institution.

#### Desirable Qualification

- A Ph.D. degree in any of the above subjects

#### Maximum age: 45 years

#### Essential Experience

- Minimum 10-15 years of progressive experience in development and management of field-based projects, with focus on research, monitoring and reporting.
- Engaged in at least 2 projects in leadership position like Principal Investigator/Co-Principal investigator/Program Manager/ Director or other equivalent positions and lead a multidisciplinary team.

#### Desirable Experience

- Engaged in at least 2 projects in north-eastern states in the field of forestry/jhum/biodiversity.
- Engaged in at least two projects which have strong component of community-based natural resources management.
- Have at least 5 publications in reputed national /international journals on the subject. Of these, at least two publications are as first author.
- Working knowledge and experience in data management in GIS domain will be an added advantage.
- Experience in working closely with Government Departments, Donor agencies, international organization and Civil Society Organizations will be an added advantage.

- Thematic experience in any one of the following topics will be an added advantage: REDD+ management of traditional knowledge system, ecological restoration and institutional development.
- Experience in project management like budget planning progress monitoring, reporting etc.
- Experience in writing proposals for national and international donors/ grants.
- Must have excellent written and verbal communication skills in English.
- Working knowledge of any other languages of the state will be an added advantage.
- Start with consolidated INR 1,50,000/- per month.
- In subsequent years there will be an annual increment.
- Director is responsible to support CEO NROJB in day-to-day administrative, financial and programmatic operations of the organization.
- Prepare annual plan of operation (APOs) for various program activities of NROJB, in consultation with the CEO and other thematic experts in NROJB.
- Design, evaluate, analyse and review different research action projects of NROJB, with the help of other thematic experts in NROJB.
- Prepare periodical technical reports of different research projects as per requirements of funding agencies, with the help of other thematic experts in NROJB.
- Writing the new proposals for research, training and knowledge dissemination with the help of other thematic experts in NROJB.
- With the help and guidance from CEO NROJB, liaison with relevant Central and State Government departments and agencies, research institutions, universities, NGOs, community-based organizations and individual experts to develop a network for common research and policy agenda.
- Prepare annual report of the NROJB Society with the help of other thematic experts in NROJB.
- Prepare annual calendar of training and capacity building programs for various stakeholder and partner agencies. Organize training and outreach programs with the help of thematic experts in NROJB and other experts in the region.
- Conduct field visits regularly along with other thematic expert in NROJB to provide support and execute the program and manage field operations and ensure timely implementation of program plans.
- Write research papers, policy briefs, manual/guidelines and present in national/international conferences.
- Any other task as assigned by NFMP - CEO (NROJB) in consultation with PMU/PMC.

## **II. Community Mobilisation Expert (ROJB-B)**

### Essential Qualification:

- Post Graduate degree in Social Science/ Anthropology/ Development Studies or other associated disciplines from a reputed academic institution.

### Desirable Qualification

- A M.Phil/Ph.D. degree in any of the above subjects
- Upper age limit will be 50 years; Minimum 35 years

### Essential Experience

- Minimum of 5 years of experience as a researcher or practitioner with Government/NGO/Private sector in the relevant field.

### Desirable Experience

- At least 8 years of experience in social development/rural management/ community mobilisation activities in Government/Private/Development projects.
- Experience of working in a multi-disciplinary team.
- Engaged in at least two projects which have strong component of community-based natural resource management with demonstrated understanding of social and cultural dynamics especially in ethnic communities.
- Engaged in at least 2 projects in north-eastern states in the field forestry/jhum/biodiversity/agriculture.
- Have at least one publication in reputed national /international journals on the subject.
- Experience in working closely with Government Departments, Donor agencies, international organizations and Civil Society Organizations will be an added advantage.
- Thematic experience in any one of the following topics will be an added advantage: Management of traditional knowledge system, cultural anthropology, ecological restoration and institutional development.
- Local candidates from Nagaland or NER will be preferred.
- Must have excellent written and verbal communication skills in English.
- Working knowledge of any other languages of the state will be an added advantage.
- Start with consolidated INR 80,000/- per month.
- In subsequent years there will be an annual increment.
- Design and administer surveys and ethnography/qualitative research.
- Design, evaluate, analyse and review different research and action projects of NROJB.
- Prepare periodical technical reports of different research projects as per requirements of funding agendas.
- Writing new proposals for research, training and knowledge dissemination.
- Conduct field visits regularly to collect data and manage field operations and ensure timely implementation on of program plans.
- Write proposals for research training and knowledge dissemination  
Write research papers,policy briefs, manual/guidance and present in National/International

### **III. Jhum Ecologist (ROJB-D)**

#### Essential Qualification

- Post Graduate degree in Life Sciences/Ecology/ Forestry/Wildlife/ Animal Science or other associated disciplines from a reputed academic institution

#### Desirable Qualification

- M Phil or PhD degree in any of the above subjects
- Upper age limit will be 50 years; Minimum 35 years

#### Essential Experience

- Minimum of 5 years of experience as a researcher or practitioner in the field of ecology/wildlife/forestry with Government/ NGO/Private sector in the relevant field

#### Desirable Experience

- Minimum 8 years of experience in designing and implementing projects around forest ecology protected/ conservation area, wildlife management
- Experience of working in a multi-disciplinary team
- Engaged in at least 2 projects in north-eastern states in the field of forestry/jhum/biodiversity
- Have at least one publication in reputed national /international Journals on the subject



- Thematic experience in any one of the following topics will be an added advantage: Jhum ecology, Ecosystem services, biodiversity monitoring, forest-livestock interactions
- Experience in working with Government departments, Donor agencies, international organizations and Civil Society Organizations will be an added advantage.
- Local candidates from Nagaland or NER will be preferred
- Must have excellent written and verbal communication skills in English
- Working knowledge of any other languages of the state will be an added advantage.
- Start with consolidated INR 80,000/- per month
- In subsequent years there will be an annual increment
- Designing and conducting research studies conducting ecology, conservation area, wildlife management, forest-livestock interactions
- Attend all study meetings on time and report on progress of work
- Complete any other duties assigned or delegated by Director
- Conduct field visits regularly to collect data and manage field operations and ensure timely implementation of program plans.
- Organize training and outreach programs as per the need.
- Write proposals for research, training and knowledge dissemination
- Write research papers, policy briefs, manual/guidelines and present in national/international conferences.