

## Advertisement

**Grant Name: Oceans Partnership for Sustainable Fisheries and Biodiversity Conservation  
Project: Ocean Partnerships for Sustainable Fisheries and Biodiversity Conservation  
Executing Agency: Bay of Bengal Programme Inter-Governmental Organisation  
Grant No. TF 018233**

**Recruitment of Consultants for the Ocean Partnerships for Sustainable Fisheries and Biodiversity Conservation – Bay of Bengal regional Project**

### **Recruitment - Communication & Documentation Officer**

The Bay of Bengal Programme Inter-Governmental Organisation (BOBP-IGO) is a regional fisheries advisory body with headquarters in Chennai, India (for more details see [www.bobpigo.org](http://www.bobpigo.org)). The Organisation was established in 2003 through an agreement amongst Governments of Bangladesh, India, Maldives and Sri Lanka. The Organisation works closely with the Member-Governments, communities, trade bodies and international organisations to develop sustainable marine fisheries solutions in the Bay of Bengal region. Presently, the BOBP-IGO is executing the World Bank/Global Environmental Fund (GEF) programme on “Ocean Partnership for Sustainable Fisheries and Biodiversity Conservation – Models for Innovation and Reform”, a Regional Project for the Bay of Bengal (‘the BoB Regional Project’). The Project will be implemented from 2015 to 2018 and will be based at the headquarters of the BOBP-IGO. The Project will work with a wide range of national stakeholders and partners in India. Further collaboration will also involve Sri Lanka, Maldives and Bangladesh in particular. Technical support to the Project will be provided by a range of inputs from both national and international experts.

The objective of the BoB regional project is to develop *business plans* to attract investment into a long-term *pilot* on sustainable fisheries based in coastal Tamil Nadu in south India and to contribute to the global objective of the programme ‘*to catalyze pilot investment into selected transformational public-private partnerships that mainstream the sustainable management of highly migratory fish stocks spanning areas within and beyond national jurisdictions*’.

The BOBP-IGO is looking for suitable consultants from India for appointment to the following positions on purely contractual basis. The contract will be initially for a period of one year and is extendable for another two years. Interested candidates should be willing to work in flexible hours and undertake frequent travels. Knowledge of local language is an added advantage. Women candidates are encouraged to apply.

To apply for the job, please send an email to [admin@bobabnj.org](mailto:admin@bobabnj.org) and copy to [info@bobpigo.org](mailto:info@bobpigo.org) with following details:

- (i) Letter of intent (Explaining your suitability and willingness to take the job);
- (ii) A detailed curriculum vitae (CV) to demonstrate relevant expertise and qualifications; and
- (iii) Contact details of three independent referees.

**Please specify the name of the position in the subject line.**

**Candidates will be shortlisted based on the strength of their Letter of Intent and CV. Only shortlisted candidates will be informed and called for personal interviews. BOBP-IGO will provide economy class airfare/AC-II Tier fare by the shortest route for travelling to Chennai.**

## **Position 02**

<b>Job Title:</b>	<b>Communication &amp; Documentation Officer</b>
<b>Job Type:</b>	<b>Professional &amp; Technical</b>
<b>Location:</b>	<b>Chennai, India</b>
<b>Recruitment Type:</b>	<b>Local hire</b>
<b>Language requirement:</b>	<b>English (essential)</b>
<b>Compensation:</b>	<b>INR 40,000 per month all inclusive</b>
<b>Period of engagement:</b>	<b>Initially for one year, extendable for another two years</b>
<b>Closing date:</b>	<b>Twenty (20) days from the date of publication of the advertisement.</b>
<b>To Apply:</b>	<b>Along with Letter of Intent, CV and References, please also send a sample of your previous work (writing sample).</b>

### **Objectives, Roles and Responsibilities**

The Communication and Documentation Officer (CDO) will be responsible for documentation of Project activities, compilation of reports, and setting up and operationalization of a communication strategy for the Project, including preparation of press releases. S/he will work in close coordination with the Project Manager (PM), Project Coordinator (PC) and Publication Officer (PO). The following are the detailed TORs for the CDO:

- to document Project-related activities and other knowledge assets;
- to assist in development of knowledge management framework and knowledge dissemination;
- to develop e-library and support to knowledge exchange amongst different Regional Projects under the main Project;
- to prepare press release(s);
- to provide technical inputs to National Experts and International Technical Assistance (ITA) on key studies;
- to ensure timely despatch of reports and other communication material to stakeholders; and
- to maintain relationship with donor agency(ies) and other stakeholders.

### **Qualifications required**

The profile and qualification of the CDO should include the following:

- (i) Advanced degree in Library Science/Communication Science or related fields.
- (ii) Should have an experience of 5-7 years in related work, preferably working in an organization;
- (iii) Experience of working in multi-cultural environment with flexible timings;
- (iv) Excellent written and oral communication skill in English; and
- (v) Previous experience in working in or managing international projects will be added advantage.

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