

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 - Data Management Assistant

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). 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 and copy to 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 04

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| Job Title: | Data Management Assistant |
| Job Type: | Professional & Technical |
| Location: | Chennai, India |
| Recruitment Type: | Local hire |
| Language requirement: | English (essential) |
| Compensation: | INR 33,000 per month all inclusive |
| Period of engagement: | Initially for one year, extendable for another two years |
| Closing date: | Twenty (20) days from the date of publication of the advertisement. |

The Data Management Assistant (DMA) will be responsible for data processing and assistance in documentation and preparation of communication and awareness-building material. The following are the detailed TORs for the DMA:

- Data processing;
- Assist Database Manager;
- Assistance in documentation;
- Assistance in preparation of communication and awareness-building material; and
- Technical support in capacity-building activities.

Qualifications required

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

- (i) A graduate degree with a minimum of five years' experience in data processing analysis and documentation;
- (ii) Experience of working in multi-cultural environment with flexible timings;
- (iii) Good written and oral communication skill in English and Tamil; and
- (iv) Previous experience in working in or managing international projects will be added advantage.
