

## 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 - Administrative 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](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 05**

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|------------------------------|--|
| <b>Job Title:</b>            | <b>Administrative Assistant</b>  |
| <b>Job Type:</b>             | <b>General</b>   |
| <b>Location:</b>             | <b>Chennai, India</b>  |
| <b>Recruitment Type:</b>     | <b>Local hire</b>  |
| <b>Language requirement:</b> | <b>English and Tamil (essential)</b>                                       |
| <b>Compensation:</b>         | <b>INR 18,000 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> |

The Administrative Assistant (AA) will support the Project Coordinator and Administrative Officer in discharging their responsibility. The followings are the detailed TORs for the AA:

- to ensure workspace is fully functional including house-keeping;
- to assist in maintaining day-to-day records; and
- to assist in procurement of non-consulting services and goods, etc.

### **Qualifications required**

The profile and qualifications of the AA should include the following:

- (i) A graduate in any discipline preferably in Business Administration/Commerce;
- (ii) Should have working knowledge of computers; and
- (iii) The candidate will be required to undertake extensive field travels.

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