



ASSAM STATE BIODIVERSITY BOARD
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www.asbb.gov.in

No. ABB/APFBC-II/Staff/2022/198/38

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NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF CONTRACTUAL POSITION OF TWO
FIELD ASSISTANTS FOR ASSISTING THE ONGOING WORK OF STRENGTHENING OF
BIODIVERSITY MANAGEMENT COMMITTEES (BMC) & UPDATION OF SELECTED PEOPLE'S
BIODIVERSITY REGISTERS (PBRs) OF ASSAM

The Assam State Biodiversity Board (ASBB) invites applications from interested eligible candidates of Assam for 2 (two) contractual positions of 'Field Assistant' for assisting the ongoing work of strengthening of Biodiversity Management Committees (BMC) and updation of selected People's Biodiversity Registers (PBRs) of Assam. The remuneration of the position is Rs 25,000/- per month and travelling allowance, as per applicable government norms. The duration of engagement is one year, extendable, based on performance and fund availability.

Interested eligible candidates, who are residents of Assam, may send the **hard copy** of their application in the prescribed format, along with self attested supporting documents to the following address given below:

The Member Secretary,
Assam State Biodiversity Board,
2nd Floor, Aranya Bhawan,
Panjabari, Guwahati – 781037.

The last date for receiving the applications in the prescribed format along with all supporting documents is **5PM of 18th July, 2023**. Incomplete, illegible or late applications received after the deadline will not be considered. The Board is not liable for any postal delays. Only shortlisted candidates would be called for a Personal Interview. NO TA/DA will be paid for attending the Personal Interview. The rights of cancellation, any change in this advertisement and selection procedure are reserved with the office of the Assam State Biodiversity Board.

Member Secretary
Assam State Biodiversity Board

I. Scope of Work:

The Assam State Biodiversity Board has been undertaking the work of strengthening of Biodiversity Management Committees (BMC), updation of 50 selected PBRs and to link them with the digital PBR database under the 'Collaborative Biodiversity Management' component of APFBC Phase II Grant. Following is the indicative list of tasks to be completed by the 'Field Assistant' to achieve the objectives under the assignment:

1. Field data collection (Secondary research and primary data collection)

- Literature review and study the status of engagement of the local communities/ individuals in sustainable use and conservation of biodiversity resources
- Collect information and data on tradable bioresources, local biodiversity, traditional knowledge, local health traditions and practices based on the utilization of bioresources through a mix of secondary and primary data for updating them in the existing PBRs.
- Primary data may include data from field visits, review of the existing PBRs, local market surveys, data obtained from interaction with members of the BMC and the local communities through Participatory Rural Appraisal (PRA), Focus Group Discussions (FGDs) and in-depth interviews.

2. Coordination with Consultant Agency and assist in organizing meetings with Stakeholders

- Coordinate with the Consultant Agency to organize workshops related to Biodiversity Management Plan & Access and Benefit Sharing etc.
- Interaction with the members of the District level Technical Support Groups (TSG) for updation of progress of the ongoing work and seeking their assistance in validating the updated PBRs.
- Assist in organizing meeting with members of the BMCs, aware them about the ongoing PBR updation process and involved them preparation of their Biodiversity Management Plans.

3. Data entry of the 50 updated PBRs in the ASBB Digital PBR Database:

- Data entry of existing 50 updated PBRs in the ASBB Digital PBR Database.
- Update the PBR data into uniform exportable Microsoft Excel Format and as per data requirements of the Mobile App for PBR
- Assist ASBB in linking PBRs with the Digital PBR database

II. Duration of Engagement: One Year (extendable, based on performance and availability of fund)

III. **Remuneration:** Rs. 25,000/- per month and travelling allowance, as per applicable government norms.

IV. **Work location:** Guwahati, but extensive travelling is required to select BMC locations distributed across Assam.

V. **Domicile:** Resident of Assam

VI. **Age limit:** 21-38 years

VII. **Eligibility and Qualifications:**

1. Name of the Position: Field Assistant	Number of position: 2 (Two)	**Location: Guwahati but extensive travelling is required to selected BMC locations distributed across Assam
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****Important Note:** The work involves travelling to different districts of Assam, say 10-15 days in a month and the arrangements for such field visits have to be managed by the Field Assistant alone. Those who cannot travel alone and make the arrangements for such situations need not apply.

Qualification: Master's degree holder in ecology, wildlife biology, forestry, environmental sciences, zoology, botany, species conservation, conservation science and other related subject. (Those pursuing Master's Degree need not apply)

Desirable Skills and Experience:

- At least one year of experience in working with local communities in Assam
- Knowledge of plant taxonomy and identification of flora and fauna
- Experience in carrying out surveys and data collection with little or no supervision
- Experience in planning, supervision and monitoring of data collection and surveys
- Experience in conducting PRA, meetings, trainings, and awareness activities
- Experience in preparation of reports, communication, awareness, and training material
- Adept at computer skills including Data entry, MS-Excel, Access, and related software applications
- Proficient in English and Assamese (oral and written) is mandatory