



HKM/C/01/2023

25.07.2023

NOTIFICATION

Applications are invited from qualified and experienced candidates for appointment on a contract basis for one year to various posts under the Project Management Unit (PMU) of the Haritha Keralam Mission, Government of Kerala. Interested candidates may apply via ONLINE mode only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmd.kerala.gov.in) or Nava Keralam Karmapadhathi (www.nkp.kerala.gov.in). The online application submission link will open on 25/07/2023 (10.00 am). The last date for submitting the online application will be 15/08/2023 (05.00 pm). The details are as follows;

I.	Post	Project Co-ordinator (Land Scape Level)
	No. of Vacancies	01
	Qualification	Masters Degree or equivalent in the field of Social Sciences / Social Work / Business Administration and Management / Nature Resource Management or any other related field.
	Experience	<ul style="list-style-type: none">• At least 7 years of project management experience.• Experience in working with International Development Organisations will be an added advantage.• Experience in planning and budgeting.• Familiarity with the roles, activities and priorities of Government of Kerala in nature resource management, biodiversity conservation, agriculture or sustainable land management.• Experience of work with professionals and effectively managing contributions from experts and consultants.

	<ul style="list-style-type: none"> • Experience of having worked with the government, PRIs, NGOs and disadvantaged communities. • Relevant experience in documentation and preparation of communication materials on development issues. • Proficiency in English and Malayalam (written and oral).
Remuneration	Consolidated Pay of Rs. 75,000/- per month.
Age	Maximum age limit is 50 Years as on 31/03/2023 .
Contract Period	One Year.
Key Responsibilities	<p>Project Co-ordinator at state level will work with Haritha Keralam Mission State Team and District Team in ensuring timely completion of planned activities at landscape. Project Co-ordinator will be stationed at the Land Scope. The project Co-ordinator will responsible for the following Technical, Administrative and Managerial Tasks;</p> <ul style="list-style-type: none"> • Assist Haritha Keralam Mission in the Implementation of the project and ensure that its results are in accordance with the annual work plan and the rules and procedures established. • He/She shall assume the primary responsibilities for daily project management in the state - both operational and programmatic matters- implementing, budgeting, planning and general monitoring, ensure adequate information flow, discussions and feedback among the various stakeholders of the project. • Support Haritha Keralam Mission state team in development of Annual Workplans for the project to achieve the desired outcomes. • Support the implementation monitoring and review of project activities at the state and landscape level and take necessary measures under the guidance of Haritha Keralam Mission to keep the progress of the project on track. • Contribute to the Preparation of Project Implementation Review (PIRs), Quarterly Progress Reports and Annual progress Reports (physical and financial). Prepare progress reports for submission to Government. • Lead the process of alignment and convergence of the project with other programmes/schemes and missions of the state government. • Liaise with government departments and line agencies at the state level on behalf of Haritha Keralam Mission to ensure implementation and utilization of Co-financing contributions, as committed.

	<ul style="list-style-type: none"> • Assist Haritha Keralam Mission in identifying opportunities for potential sustainable enterprises and activities in the project landscape. • Support Haritha Keralam Mission in developing business plans for community based sustainable enterprises in the project area. • Support Haritha Keralam Mission in identifying marketing linkages at state/national level for the products/services developed by the enterprises promoted in the project landscape by the PMU. • Monitor the work of PMU and prepare reports. Ensure timely completion of project activities at landscape level and support the field team. • Explore funding possibilities and prepare reports for the State Team. • Support the Landscape Level Advisory Committee in preparation of Project Implementation Review (PIRs)
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II.	Post	Project Associate (State Level)
	No. of Vacancies	01
	Qualification	<ul style="list-style-type: none"> • Bachelors Degree or equivalent in the field of Social Sciences / Social Work / Business Administration and Management/ Nature Resource Management or any other related field. • Masters in social work and good command in computer applications is an added advantage.
	Experience	<ul style="list-style-type: none"> • At least 5 years of experience working in Development, Social sector closely associated with Government and Panchayath Raj institutions. • Proven experience in biodiversity related projects. • Experience in working with International Development Organisations will be an added advantage. • Good written and communication skills in Malayalam and English.
	Remuneration	Consolidated Pay of Rs. 50,000/- per month.
	Age	Maximum age limit is 45 Years as on 31/03/2023.
	Contract Period	One Year.

	Key Responsibilities	<p>Associate at State Level will work with Haritha Keralam Mission State team in ensuring timely completion of planned activities at landscape.</p> <ul style="list-style-type: none"> • Project Associate will be stationed at the State Office of Haritha Keralam Mission. • Monitor the work of field team and prepare reports. • Scrutinise proposals and reports received from project area and present before the Mission. • Prepare progress reports for submission to government. • Ensure timely completion of project activities at landscape level and support the field team. • Provide support to the landscape level team. Develop reports on new proposal. • Explore funding possibilities and prepare reports to the State team. • Planning and designing training and review proposals received from landscape level. • Plan IEC strategies and make presentations. • Support the State Level Advisory Committee in preparation of Project Implementation Review (PIRs).
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III.	Post	Project Associate (Landscape)
	No. of Vacancies	01
	Qualification	<ul style="list-style-type: none"> • Bachelors Degree in Social Sciences / Social Work / Business Administration / Management. • Masters in social work and good command in computer applications is an added advantage.
	Experience	<ul style="list-style-type: none"> • More than 5 years of experience working with Local Self Government Institutions in promoting development works. • Proven field experience in leading projects to success. • Good communication and leadership skills. • Good team work experience in a government environment. • Should be capable of working with Local Self Government Institutions in promoting biodiversity related projects. • Thorough knowledge on the mountain landscape of Kerala's Western Ghats region is desirable.
	Remuneration	Consolidated Pay of Rs. 50,000/- per month.
	Age	Maximum age limit is 45 Years as on 31/03/2023 .

Contract Period	One Year.
Key Responsibilities	<p>This position is key to ensure sustainability of the interventions already made under UNDP Project.</p> <ul style="list-style-type: none"> • Project Associate will be stationed at the Project Landscape. • Should work with LSGs, farmers and local community to take forward the activities intimated under UNDP Project. • Closely work with the Panchayats to ensure green budget initiatives are taken forward. • Assist the Project Coordinator in managing the field level activities to ensure timely completion of projects. • Work closely with the beneficiaries travelling extensively in the landscape. • Identify and resolve issues in implementing the project working closely with the LSGs and Project Co-ordinator.

Instructions / Informations for Candidates

1. The appointment will be made for One year on a contract basis. If the service of the employee will be found unsatisfactory, he/she will be terminated with one month's notice.
2. **Age: Maximum age limit is fixed as follows;**
 - a. **For the post of Project Co-ordinator: 50 Years as on 31/03/2023.**
 - b. **For the posts of Project Associates: 45 Years as on 31/03/2023.**
3. **Post qualification work experience of the Candidate until 31/03/2023 will be considered.**
4. Admittance to various stages of the recruitment will be provisional only and will not confer any claim for appointment unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.
5. Canvassing in any form will lead to disqualification.
6. Candidates will have to upload their passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kb and the size of the signature should be less than 50 kb. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 5mb size.

7. The Qualifications should be from UGC approved Universities/Technical Board/Institutions. The candidates those who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant Government Order or an equivalency certificate issued by UGC approved Universities/Technical Board/Institutions from Kerala to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
8. Candidate should clearly mention the percentage of marks (G.P.A if any should be converted into percentage) scored in their qualifying examination in the application. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
9. Haritha Keralam Mission/CMD is not responsible for any discrepancy in submitting the application through Online. Before submission of the online application, candidates must check that they have filled correct details in each field of the online application form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Phone, Email, by hand, etc. shall not be entertained.
10. Haritha Keralam Mission /CMD reserves the right to shortlist the number of candidates for interview, as the case may be for the post, based on marks secured in the written test.
11. Candidates must upload their qualification certificates and experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
12. Candidates should provide a valid email ID (personnel) and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
13. Haritha Keralam Mission reserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.

**Sd/-
Authorized Signatory**

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