



Wetlands International – South Asia

Wetlands International South Asia invites applications for the post of Director

OVERALL PURPOSE OF THE JOB

The Director will be the head of WISA office and the principal representative of WISA. He/she would report to the Management Committee of the WISA Board.

ROLE AND RESPONSIBILITIES

1. To ensure, enhance and maintain effective management system and processes to professional standards of accountability and transparency in the field of wetland conservation.
2. To guide the Conservation Programme Manager to develop and implement strategic initiatives to enhance the presence and effectiveness of the Wetland International South Asia.
3. To identify strategic opportunities for wetlands conservation and management in the region, guiding the Conservation Programme Manager regarding major priorities for programmes, research and development.
4. To manage finances and human resources optimally as per national and international requirements including the agreed global standards and procedures of Wetland International.
5. To develop the communication strategy of the organization and to identify strategic opportunities to increase the visibility and effectiveness of the organization at the regional and global level.
6. To act as the chief executive officer of the WISA governing bodies and oversee the governance of sub offices of Wetlands International, South Asia.
7. To act as WISA's representative in South Asia and develop and nurture collaborative relationships with government agencies, NGOs and research organisations.
8. To maintain regular liaison with associated offices of Wetland International, South Asia and with partners in the region concerning its work and issues and projects of joint interest.
9. To oversee the development of a South Asia regional strategy consistent with the global strategic intent of Wetland International and to develop new initiatives and partnerships that contribute to strategy implementation.
10. To secure resources for implementation of work programme and ensure adequate coordination of fund raising initiatives nationally and internationally for achieving the objectives of WISA.
11. To establish relevant institutional policies, adequate capacity and monitoring mechanism for WISA including establishing accountability and transparency measures

JOB PROFILE

The successful candidate will have significant experience of natural resources management relating to wetland conservation and management, preferably of working in the NGO sector in India and internationally. We are looking for a person who will be an innovative and creative leader with strong organisational management skills.

ESSENTIAL AND DESIRABLE QUALIFICATIONS FOR THE POST OF DIRECTOR

Essential Qualifications

Master's degree in the relevant field viz. Life sciences, environmental sciences, Natural Resource Management, Aquatic ecology, Hydrology, Economics, Limnology, Botany / Zoology or equivalent qualification in the field of wetland conservation with good record of publications in professional journals. Current professional networks relevant to the position.

Desirable Qualifications

1. Candidates with PhD. Degree in the relevant field will be preferred.
2. Experience of working in NGO sector in India or abroad or in an international multicultural organization will be an added advantage.

EXPERIENCE

Working experience of **not less** than 15 years relevant to wetlands conservation and sustainable development. However, persons with a broader portfolio of experience in natural resource management but with proven experience and understanding of wetlands and sustainable development matters could also be considered. Furthermore, the applicant shall have a demonstrable track record in administration, financial management and HRD.

TENURE

The tenure of the assignment shall be five years. The person shall remain on probation for one year.

EMOLUMENTS

The expected cost to company for the position would be around Rs. 18 lakh per annum, and is negotiable, commensurate with relevance of experience/present emoluments.

SELECTION PROCEDURE

Suitability of the candidates will be assessed through an interview process. The candidate must apply with

- a letter setting out the motivation for the position
- a detailed curriculum-vitae in the prescribed *pro forma*
- The application duly completed in all respects should reach the address given below by October 15, 2011.
- Please be liberal with sharing of information by using as many sheets as necessary. What has been codified here is bare minimum that applicant is expected to provide but you are free to give what you feel is relevant, without being verbose or repetitive.
- For more information concerning the position please contact Jane Madgwick, CEO Wetlands International at headquarters (bertine.niستن@wetlands.org) or Ritesh Kumar, Conservation Programme Manager (ritesh.kumar@wi-sa.org)
- Please submit the information electronically and also a hard copy along with documents and testimonials to:

President

Wetlands International-South Asia

A-25, Second Floor, Defence Colony

New Delhi -110024

Email: meena.kumari@wi-sa.org (Admin and Finance Officer)

PRO FORMA FOR APPLICATION

Recent photograph

1. Job applied for
2. Name (in block letters)
Last name: Middle name: First name:
3. Father's name
4. Date of Birth
5. Nationality
6. email ID
7. cell landline
8. Address for correspondence (in block letters)
9. Present Employment
10. Present Emoluments
(with break up: basic+ perks+ others)
11. Academic / Professional Qualifications:

Serial Number	Degree	University	Year of passing	Subjects	Grading	
					Division	% marks

12. Whether Ph.D. (discipline, university, year of award)
13. Number of research papers published in journals (list to be attached)

14. List of publications {books, popular articles, *et al* (list to be attached)}

15. Total experience in years/months (please specify)

Wetland management & conservation

Others Remarks

16. Any other specific qualifications in the relevant area (in India/abroad)

17. Experience in management of scientific/ professional institutions, if any.

18. Employment details (chronologically starting from present position)

Serial Number	Employer		Details of the assignment			
	Name	Address	Job description	Duration	Emoluments	Perks
1	2	3	4	5	6	7

19. If selected, minimum time required to join

20. A resume (not more than five hundred words: to be attached) highlighting why your experience and expertise is relevant to the job, your strengths and vision for the organisation.

21. Any other relevant information

Signature of the applicant
Name in Block letters

Place:

Referees:

No.1.

No.2

No.3