

## Job Vacancy at Nature Environment & Wildlife Society (NEWS)

[www.naturewildlife.org](http://www.naturewildlife.org)

### **Post : 1**

**Name of the post: Documentation and Communication officer-One post**

**Qualification:**

- BCA or MCA, B.Sc. or M.Sc. in computer application or Graduate or Masters in any discipline of science with minimum 2 years computer diploma.
- Minimum Two years experience in documentation and communication related work
- Proficiency in writing English and Bengali

**Scope of Work:**

Preparation of project related communication materials, fact sheets and reports.  
Manage reports/updates for website/social media.  
Support the team in identification of innovative communication, public relations and platforms that will help in showcasing the work of the NGO  
Responsible for maintaining coherency of all project communication and establish a communication network with relevant partners and allies.  
Create communication profile for the organisation  
Write press releases, advisories in English; edit campaign reports and blogs.  
Monitoring of Central NGO documentation

**Benefits:**

Gross Salary : 28000 to 35000 , depending on qualification  
Provident Fund , Bonus and Medical benefits

**Reporting Work:** NEWS Head office in Kolkata

**Contractual Period:** 3 years (renewable)

### **Post: 2**

**Name of the post: Project Manager (Technical Officer) -One Post**

**Project Title :** Sustainable livelihood augmentation for building resilience of the communities in Sundarban

**Qualification:**

- Bachelor/Masters in Agriculture/ Natural Resource Management /Environmental Science/Environmental Management/ Sustainable livelihoods or allied subjects
- Computer knowledge regarding MS-office including excel, ppt
- Proficiency in English and Bengali writing .

- Minimum 4 years' experience (Masters degree qualifiers) or 8 yrs experience ( Bachelor degree qualifiers)

**Scope of Work:**

Understanding of natural resource management in the context of coastal landscapes  
Implementing and monitoring of Integrated Farming systems with respect to agriculture/horticulture/medicinal plants/kitchen garden/permaculture/green houses etc

Field engagement for implementing, supervising and monitoring of the administrative , technical ,operational and financial component of the project.

Maintaining liaison with Government Line departments for integration , as and when necessary.

Writing reports (Annual , half-yearly , Completion) and contents of pamphlets, brochures etc for disseminating lessons learnt/case studies/policy documentation etc

Analysing data using suitable tools for interpretation

Monitoring the various parameters of the project cycle

Maintaining files , inventories for the project.

Maintaining liaison with marketing team to have systems and operations in place for building the value chain

**Skills Required :**

Knowledge about vermicompost/bio-fertilisers/bio-pesticides/low cost irrigation systems etc

Able to do farmers/community mobilization using PRA tools

Able to work in difficult terrain

**Benefits:**

Gross Salary : 25,000 to 35,000 , depending on qualification and experience.

Provident Fund , Bonus and Medical insurance benefit.

**Contract Period- 36 months(Renewable)**