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I. PROJECT SPECIFIC ENGINEER

Responsibilities:

- To effectively carry out all works related to Project Management from tendering to site supervision, including day to day monitoring of the project, quality checks as per IS codes and specifications, preparation and review of project schedule, including its monitoring and updating.
- To record measurements in time in the Measurement Books as per procedure
- To ensure regular housekeeping at the work site, and adherence to safety practices.
- To maintain various registers, test reports, ISO documents and other requirements of client.
- To perform material approvals, and coordinate with Head Office for any clarification/ approvals.
- To correspond with Contractors and other stake holders for project execution
- To monitor the quantities on regular basis and in case of deviations/ requirement of new items, obtain approval and clearance in advance
- To liaison with Contractors and authorities for final completion and handing over of the project
- To prepare handing over documents
- To coordinate with other disciplines for seamless and overall completion of the project.
- To ensure that project's specifications and implementation comply with statutory regulations.

Requirements:

- First Class Graduates/ Post Graduates in Civil/ Electrical/ Mechanical/ Chemical/ Instrumentation Engineering/ HSE/ QA&QC/ Architecture with minimum 3 years of post-qualification relevant work experience (excluding Apprenticeship*), or Diploma Holders in relevant trades with minimum 5 years of similar experience.
- Possess strong technical skills and communication skills to deal with clients and other stake holders
- *Engineers who have successfully completed Apprenticeship at KITCO may also apply
- Experience in handling PWD/CPWD projects is desirable
- Fluency in Hindi language is desirable
- For the post of Project Specific Engineer (QA&QC), ASNT/ ISNT Level- II essential; CSWIP/ AWS desirable

II. PROJECT SPECIFIC OFFICER

Responsibilities:

- Act as Project Coordinator cum Functional Area Expert (FAE) for various Environmental Assignments.
- As project coordinator, coordinate with the team members, experts, and Client and Statutory authorities towards execution of work. Executing the work as per the scope of work in strict compliance with statutory requirements.
- Preparation of essential applications / reports towards statutory clearances, submission to Clients and getting approval.
- Making presentation before regulatory authorities, providing technical clarifications till completion of requirements as specified in Terms of Reference.
- Timely completion of milestones, billing and payment recovery and completion of project with duly filed Client feedback and completion certificate.

- As functional area expert in EIA Studies, the candidate need to identify and assess in their respective areas of expertise the potential impacts from the proposed development/industrial activity and provide their expert inputs to the EIA Reports. For the above the candidate should possess
 - An in-depth knowledge in their respective areas of specialization
 - Understanding of the EIA process, legislations and rules/regulations with respect to the functional areas applied for
 - The capability of identifying and assessing the potential impacts of the project, throughout its life-cycle, on the physical, biotic and social environment, as applicable
 - The knowledge to suggest/vet mitigation measures
- Input in to the business promotion initiatives in environmental sector.

Requirements:

- Candidate shall have a minimum 5 years' experience after acquiring minimum qualification for eligibility as specified below. Out of the 5 years' experience, 3 years should be in EIA related in the functional area/s of Ecology and Biodiversity / Socio Economy. Candidates should be able to substantiate with proofs on above experience.
- Possess strong technical skills and communication skills to deal with clients and other stake holders
- Knowledge in Indian Environmental Regulations and procedures, good writing and presentation skill in English are must.
- Candidates who may be able to serve for a period of at least two years, if required so, only need to apply

Specific qualification and experience requirements are

A. Project Coordinator cum FAE for Ecology and Biodiversity

Educational Qualification:

Master's (post graduate) degree in life-sciences like Zoology/ Botany/ Forestry/ Environmental Science/ Ecology/ Natural Resource Management/ Ecology & Environment/ Ecology & Biodiversity/ Geography.

Experience specific to functional area must include

- Basic knowledge of the application of taxonomy in resource inventory (flora and fauna) of the project area
- Conducting ecological/wildlife surveys and preparation of status reports for rare, endangered and threatened species of animals and plants and also species protected under national laws
- Experience of providing guidance and support for conservation of species and their habitats
- Adequate knowledge of EIA legislation process in India
- Understanding of policies, guidelines and legislations related to ecology biodiversity conservation
- Specialized training in the field of impact assessment and ecological monitoring will be an added advantage
- Contribution to EIA documentation

Training (preferable)

- Training on Ecosystem analysis and evaluation, landscape ecology, assessment of impacts on ecological and biodiversity impact assessment on ecology/ biodiversity from development projects in all sectors.

B. Project Coordinator cum FAE for Socio Economy

Educational qualifications

Master's (post graduate) degree in Social Welfare / Sociology/ Political Science/ Psychology/ Geography/ Anthropology/ Economics/Environmental Economics/Urban Planning/Regional Planning/ Environmental Planning, Developmental Sciences or Rural Development and Management – rural economics/ Economic Sociology/ Demographic Studies or MBA (Rural Management) or Any other social science related subject or 2 years Post Graduate Diploma in Sociology from recognized institution like Tata Institute of Social Sciences, Xavier Institute of Social Sciences, Ranchi/Xavier Institute of Management, Bhubaneswar/XLRI, Jamshedpur and other reputed institutes.

Experience specific to functional area must include

- Conducting baseline socioeconomic surveys, through interviews or questionnaires, focused group discussions/participatory rural appraisal (PRA)/rapid rural appraisal (RRA)
- Methodologies on extrapolation of census data to project an up-to-date status including selected ground validation of the same
- Conduct social needs assessment studies
- Evaluation of socio-economic status of both tribal and non-tribal areas
- Demonstrated capacity to interact and develop rapport at community level will be an added advantage
- Conduct Rehabilitation and Resettlement (R & R) studies for people displaced due to developmental projects and development for R & R plan
- Assessment of social changes arising out of development projects The following are the additional expectation from the expert:
 - Adequate knowledge of EIA legislation process in India.
 - Contribution to EIA documentation.
 - Understanding of policies, guidelines and the legislation related to R & R issues
- **Training (preferable)**
 - Training on Social Impact Assessment of development projects in Rural/ Urban areas.

Desirable Requirements:

- Candidates who are approved by QCI-NABET for specific functional areas as above with leadership skill shall be most preferred for above positions.
- Experience in Impact Assessment, HAZOP, risk assessment for activities or processes, environmental feasibility studies, compliance monitoring, disaster management planning etc. would be advantageous.
- Proficiency in GIS would be added advantage for all above position.
- Fluency in Hindi language is desirable

III. Posting:

Posting shall be at sites anywhere in India, against specific project requirements.

IV. Appointment Terms:

Appointment to this post shall be on a contract basis with a duration in line with the operational requirements. However, based on the performance, they may be given further chances in subsequent assignments.

V. Remuneration:

Remuneration shall be on a consolidated basis, with a minimum of Rs. 25000/- per month, based on the qualification and experience of the candidate.