

**EARTH SYSTEM SCIENCE ORGANIZATION (ESSO),
MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA
INDIAN INSTITUTE OF TROPICAL METEOROLOGY (IITM),
Dr. Homi Bhabha Road, Pashan, Pune-411008
Advertisement No. PER/07/2016**

**RECRUITMENT OF STAKEHOLDER ENGAGEMENT MANAGER &
EVENT COORDINATOR
PURELY ON TEMPORARY AND SHORT TERM CONTRACT BASIS UNDER
INDO-UK SPONSORED PROJECT**

The Indian Institute of Tropical Meteorology (IITM) is an autonomous research organization fully funded by Ministry of Earth Sciences, New Delhi. It is a premier Institute of national and international repute, devoted to research in various aspects of atmospheric sciences with emphasis on tropical meteorology, particularly on the Climate Change and Indian Monsoon. It has state-of-the-art advanced infrastructural facilities like High Performance Computer (HPC) systems with 790 TF compute and 6 PB of Storage, state-of-the-art technical IT, Networking, Security & Storage Infrastructures.

IITM together with the Centre for Ecology and Hydrology (CEH), UK has established the "India UK Water Centre"(IUKWC) on behalf of the Ministry of Earth Sciences (MoES), Govt. of India and the UK's Natural Environment Research Centre (NERC). This will be a virtual centre operated between IITM and CEH. The overall goal of the IUKWC will be to promote the co-operation and collaboration between the complimentary priorities of NERC-MoES water security research in order to establish a platform for, and legacy of, long term partnerships and dialogue between Indian and UK water researchers, water policy makers and water business.

The centre will be funded for one year initially, with possible extension for further two years. The Centre may continue beyond three years to provide long-term support to the India-UK water research community. The functions of the Centre include:

- (a) Engaging the community,
- (b) Facilitating Partnerships and building Capacity,
- (c) Enhancing knowledge Exchange, and
- (d) Supporting Future India-UK Collaboration.

It is proposed to recruit two posts - one Stakeholder Engagement Manager and one Event Coordinator for the IUKWC purely on temporary and contract basis for a period of one year initially and later extendable depending on performance by another two years.

Post Code - SEM2016-001

Post Name - Stakeholder Engagement Manager

No. of posts - 1 Nos.

Essential Qualification:

- A First class Master's Degree in Natural Sciences/ Formal Sciences/ Social Sciences / Applied Sciences OR First Class Master's degree/ Postgraduate diploma in Mass Communication/ Public Relations/ Business Administration/ Human Resources/ Finance from a recognized University/ Institution.
- A minimum of 3 years experience in Coordinating the implementation and delivery of integrated stakeholder engagement and outreach programs.

Desirable Qualification:

Working experience with the following skills:

- Strong communication/ presentation skills, both spoken and written.
- Proven track record in managing stakeholder processes and experience in designing and delivering outreach and communications plans.
- Able to lead projects and programs in the medium and long term
- Experience in working with people at all levels in Government and private organizations (National or International).
- Strong Analytical skills.
- Good understanding of finance and accounting aspects.
- Proficiency in MS Office and Financial Software.
- Ability to handle large datasets and comfortable working with multiple data sources.

Job Responsibilities:

- To build and maintain a Water Security Stakeholder Database of Indian water Stakeholder community, including national and state-level governments, water agencies, water supply companies and key private sector water users with details of organizations and individuals.
- To bring together the India-UK research Community and engage with Indian water stakeholder community.
- To arrange for the organization of scientific workshops/symposiums.
- To help Management Board in coordinating with Indo- UK Government Relations and other internal stakeholders to develop, implement, practice and maintain appropriate stakeholder engagement and outreach plans and processes to ensure consistent and effective communication with other stakeholders.

Salary - (₹15,600-39,100) + G.P. ₹ 6,600/- + D.A. + H.R.A. (Total monthly salary is approximately ₹ 64,643/-)

Upper Age Limit: Up to 40 years as on 19.10.2016

Post Code – EC2016-002

Post Name – Event Coordinator

No. of posts - 1 Nos.

Essential Qualification:

- A First class Master's Degree in Natural Sciences/ Formal Sciences/ Social Sciences/ Applied Sciences OR First Class Master's degree in Computer Application/ Computer Science/ Postgraduate diploma in Mass Communication/ Public Relations/ Business Administration/ Human Resources/ Finance from a recognized University/ Institution.
- A minimum of 3 years experience in development of websites related to climate science, associated database and the implementation of data management practices taking into account of user requirements.

Desirable Qualification:

- Working Knowledge of hardware and software for management of High / Low end web servers, database security and integration tools.
- Working knowledge of High Performance Computing and sound knowledge in using scientific Website management.
- Knowledge of PHP & MYSQL, JavaScript, JQuery, Ajax, CSS, XML, HTML, HTML5.
- Work experience with various operating systems such as MS-Office, UNIX, and Linux etc.
- Ability to manage scientific workshops/conference.

Job Responsibilities:

- To manage and maintain website database and web-server, perform updates as requires user maintenance & troubleshooting, managing user registration, access to local database.
- Regular updates of website contents and participation in new web project.
- Managing conference and event related web information. Designing theme based applications. Dealing with national and international people in matters related to conference, scientific and popular meeting, doing surveys, opinion polls etc.

Salary - (₹15,600-39,100) + G.P. ₹ 6,600/- + D.A. + H.R.A. (Total monthly salary is approximately ₹ 64,643/-)

Upper Age Limit: Up to 40 years as on 19.10.2016

INSTRUCTIONS:

1. Only Indian Nationals are eligible and need to apply.
2. **Only online applications will be accepted.** Hard copy of the applications will not be accepted.

3. Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC, 10 years for physically handicapped persons and as per rule for ex-servicemen.
4. Mere possession of required qualification will not entitle the candidates to be called for interview.
5. Candidates called for interview will be paid sleeper class to & fro train fare by the shortest route on production of original tickets.
6. Desirable qualifications and experience can be relaxed at the discretion of the Director in case of exceptionally good candidates.
7. Experience shall mean the experience in the relevant field acquired from Government/Semi govt./Autonomous/Research/Reputed Organization after obtaining the minimum educational qualification asked for in the said category.
8. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
9. Canvassing in any form will disqualify the candidate from being called for interview.
10. Candidates must produce all original documents in proof of details furnished in the application at the time of interview for verification and the same will be returned after verification.
11. Selected candidate may have to join the post immediately on being found fit by Medical Authority.
12. **Aspiring candidates may submit their applications with post code along with their CV online only: <http://www.tropmet.res.in/Careers> up to 19th October 2016.**
13. Director, IITM reserves the right to fill-up or not to fill up the posts advertised without assigning any reasons thereof.

Director
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