GOVERNMENT OF NAGALAND
Office of the Society for Climate Resilient Agriculture in Nagaland (SoCRAN)
ELEMENT, NAGALAND PROJECT - WORLD BANK
NAGALAND: KOHIMA

NO.ELE-WB/ESTT-1/2/2025/928 **Dated Kohima, the 17th Nov, 2026**

ADVERTISEMENT

The **"Enhancing Landscape and Ecosystem Management"** ***(ELEMENT-WORLD BANK)*** Nagaland Project invites applications for filling up the following contractual engagement of qualified professionals for the following positions:

Sl. No.	Name of Post	No. of Post	Max Age	Place of Posting
	State Project Management Unit (SPMU)			
1.	Admin & Human Resources Manager	1	45	SPMU, Kohima
2.	Coffee Technical Expert	1	45	Department of Land Resources (DoLR)/SPMU
3.	Social Expert (cluster mobilisation)	1	45	Department of Land Resources (DoLR)/SPMU
4.	Para-Hydrogeologist	3	45	Department of Land Resources (DoLR)/SPMU
5.	Project Associate (Geospatial Applications)	3	35	Nagaland GIS & Remote Sensing Centre (NGISRSC)/SPMU
	Zonal Management Unit (ZMU)			
6.	Junior Engineer	6 [Two (2) per zone]	45	ZMU Kohima/Wokha/Mon Zones

Details of the advertisement and application form can be obtained from ELEMENT Project website **www.elementnagaland.in.** Applicants are advised to refer to the **'Instructions and Guidelines'** and **'Terms of Reference'** given in the Website before submitting the application.

Application in a prescribed form with CV and supporting documents should be sent by email at **elementnagaland.hr@gmail.com** on or before **2/12/2026**, till **04:00 PM**. Only shortlisted candidates fulfilling the requirements as per the ToR shall be called for the interview.

Sd/-
(KUMAR RAMNIKANT) IAS
Project Director, ELEMENT

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GENERAL INTRUCTION & GUIDELINES FOR THE APPLICANTS

1. Candidates must apply in the prescribed application format, completing all relevant sections, along with an updated CV and self-attested copies of educational qualifications, experience certificates and other supporting documents.
2. Clearly write the CODE number of the position applied for in the format.
3. Only one application shall be entertained from one person.
4. Candidates fulfilling the requisite qualification and experience for Category A – State Project Management Unit (SPMU) & Category B - Zonal Management Unit (ZMU) must submit the Application Form along with education and experience certificates at **elementnagaland.hr@gmail.com**
5. Shortlisting shall be based on the eligibility criteria specified in the advertisement, as verified from the application and supporting documents.
6. Incomplete applications or those without the required documents shall be summarily rejected.
7. Candidates already under employment in any Government Department / Organisations / PSUs should apply through concerned controlling authority and submit NOC.
8. The personal interview will carry a total of 50 marks. Only shortlisted candidates shall be invited for the interview.
9. The candidates shall bring original documents at the time of Personal Interview.
10. Knowledge of local language, topography of the area and local background may be given specific importance in selection process for categories A and B.
11. Last date of submission is **02/12/2026**, till **04:00 PM.**
12. Offer letters will be sent to selected candidates through email and subject to general health check-up and verification of antecedents.
13. The selected candidates will give an undertaking regarding acceptance of the terms and conditions of the offer and will initially be engaged for a period of one year purely on contractual basis, which may be extended depending on their performance.
14. Further, the services of contractual employees, which may be intermittent in nature, shall be co-terminus with the project.
15. The engagement shall not confer any right to a regular appointment at any time in the SoCRAN – ELEMENT, Nagaland Project or any other State Organisations. The engagement will be purely temporary in nature and shall not invite any legal recourse now or in the future.
16. The provisions for Human Resource Manual of ELEMENT, Nagaland Project shall be the guidelines for such engagement.

Details of vacancies for ELEMENT Project

A. State Project Management Unit (SPMU)

Sl. No.	Name of Post	Number of Post	Monthly Renumeration	Max Age	Qualification	Required Experience	CODE Number
1.	Administration & Human Resources Manager	1	75,000	45	Postgraduate Degree in Commerce / Human Resources or MBA in Human Resources / Office Administration or related field	• 5-8 years of work experience in government or private sectors related to office administration/management • 1-2 years of prior work experience with Externally Aided Projects • Knowledge of administrative processes, policies, and procedures with ability to oversee and optimise workflow and operational efficiency.	SPMU12
2.	Coffee Technical Expert	1-DoLR/ SPMU	50,000	45	• Master's degree in Agriculture (Horticulture / Plantation Crops / Agronomy), Post-Harvest or Food Process Technology, Agricultural Engineering, or Agri-Business Management from a recognised university. • Certification in coffee quality, processing or cupping from the Coffee Board of India, SCA or CQI (e.g. Q Arabica Grader); training in food safety / HACCP or quality systems.	• Minimum 7 years in agricultural value chain, agro-processing or post-harvest management, of which at least 3 years in coffee processing, quality control or coffee enterprise operations. • Hands-on experience in wet and dry processing (pulping, fermentation, drying, hulling, grading, roasting, packaging) and in setting up or running a processing unit or common facility centre. • Proven record of preparing DPRs, business plans, technical specifications and cost estimates for agro-processing infrastructure.	SPMU22

Sl. No.	Name of Post	Number of Post	Monthly Renumeration	Max Age	Qualification	Required Experience	CODE Number
3.	Social Expert (cluster mobilisation)	1-DoLR/ SPMU	50,000	45	• Master's degree in Social Work, Rural Development / Rural Management, Agricultural Extension, Sociology, Anthropology or Development Studies from a recognised university. • Certification or training in FPO promotion, enterprise development, gender mainstreaming or participatory rural appraisal.	• Minimum 5 years in community mobilisation and livelihood programmes, including at least 2 years forming or strengthening FPOs, SHGs or FIGs and their collective enterprises. • Experience working with tribal communities in Nagaland or the North East, with understanding of customary land tenure and Village Council systems. • Work on World Bank or other externally aided projects, especially ESF social safeguards, consent processes and grievance redress; experience with NSRLM, NABARD or PMFME convergence; work in agri or plantation value chains (coffee preferred).	SPMU23

Sl. No.	Name of Post	Number of Post	Monthly Renumeration	Max Age	Qualification	Required Experience	CODE Number
4.	Para-Hydrogeologist	3-DoLR /SPMU	50,000	45	• M.Sc. in Geology / Applied Geology / Hydrogeology / Earth Sciences; or B.Tech. in Agricultural Engineering, with work experience in hydrology or soil and water conservation.	• Minimum 5 years of professional experience in Watershed Management and/or Springshed Development, preferably in the hilly terrain of the North Eastern Region. • Proven experience in hydrogeological surveys, analysis of hydrological data, and preparation of technical reports and design of spring recharge measures. • Working proficiency in GPS-based monitoring.	SPMU24

Sl. No.	Name of Post	Number of Post	Monthly Renumeration	Max Age	Qualification	Required Experience	CODE Number
5.	Project Associate (Geospatial Applications)	3-NGISRSC /SPMU	50,000	35	• M.Tech or Postgraduate degree in Geoinformatics, GIS & Remote Sensing or a Postgraduate degree in Geography, Geology, Agriculture, Forestry, Proficiency in GIS software (e.g., ArcGIS, QGIS)	• 2-3 years of work experience in Landscape/springshed/watershed projects. • Understanding of terrain analysis and DEM processing, hydrological modeling, remote sensing and data integration, geoprocessing and spatial statistics	SPMU25

B. Zonal Management Unit (ZMU)

Sl. No.	Name of Post	Number of Post	Monthly Renumeration	Max Age	Qualification	Required Experience	CODE Number
1.	Junior Engineer	**2-ZMU Kohima** (Chumoukedima, Niuland, Kohima, Peren, Phek, Meluri) **2-ZMU Wokha** (Wokha, Zunheboto, Mokokchung, Tseminyu) **2-ZMU Mon** (Mon, Noklak, Shamator, Tuensang, Kiphire, Longleng)	50,000	45	B.E. / B.Tech. in Civil Engineering; or B.Tech. / M. Tech in Agricultural Engineering.	• Minimum 2 years of professional experience for degree holders, in civil works or soil and water conservation, covering survey, design, estimation, execution supervision and reporting. • Proven experience in preparing cost estimates as per the Schedule of Rates, maintaining Measurement Books and preparing bills and completion reports.	ZMU16

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Passport Photo to be Affixed

APPLICATION FORM FOR STATE PROJECT MANAGEMENT UNIT

Application for the post of_____(To be filled in block letters)

CODE Number	

1. Name of Applicant:

2. Father's/Husband's Name:

3. Date of Birth: 4. Sex: Male/Female

5. Marital Status: Married/Unmarried

6. Tribe: 7. Nationality:

8. Correspondence Address:

_____

_____

9. Mobile Number: _____10. E-mail:_____

11. Educational Qualification (Attach self-attested photocopy of all the certificates):

Sl. No.	Examination Passed	Board / University /Institute	Year of Passing	Marks Percentage

12. Work Experience (Attach self-attested photocopy of all the certificates):

Sl. No.	Name & Address of Employer	Designation	Period of Service (Mention Date, Month & Year)		Total Period of Service (Years & Months)
			From	To	

13. Other Qualification / Experience (Attach self-attested photocopy of all the certificates):

_____

_____

14. List of Documents attached:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

I, _____hereby declare that all aforesaid information are correct to the best of my knowledge and I have not concealed any information. In case the disclosures are found to be incorrect, the candidature / appointment shall be cancelled without any assigned reason.

Place: Signature of Candidate

Date:

Note:

i. Applications will be accepted only through E-mail. No offline applications will be accepted.

ii. Incomplete documents and non-fulfilment of qualifications as indicated in the ToRs shall be summarily rejected.

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Passport Photo to be Affixed

APPLICATION FORM FOR ZONAL MANAGEMENT UNIT

Application for the post of_____(To be filled in block letters)

CODE Number	

ZONE: (Tick ✓only one):

KOHIMA	WOKHA	MON

1. Name of Applicant:

2. Father's/Husband's Name:

3. Date of Birth: 4. Sex: Male/Female

5. Marital Status: Married/Unmarried

6. Tribe: 7. Nationality:

8. Correspondence Address:

_____

_____

9. Mobile Number: _____

10. E-mail:_____

11. Educational Qualification (Attach self-attested photocopy of all the certificates):

Sl. No.	Examination Passed	Board / University /Institute	Year of Passing	Marks Percentage

12. Work Experience (Attach self-attested photocopy of all the certificates):

Sl. No.	Name & Address of Employer	Designation	Period of Service (Mention Date, Month & Year)		Total Period of Service (Years & Months)
			From	To	

13. Other Qualification / Experience (Attach self-attested photocopy of all the certificates):

14. List of Documents attached:

1.	6.
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I, _____hereby declare that all aforesaid information are correct to the best of my knowledge and I have not concealed any information. In case the disclosures are found to be incorrect, the candidature / appointment shall be cancelled without any assigned reason.

Place: Signature of Candidate

Date:

Note:

i. Applications will be accepted only through E-mail. No offline applications will be accepted.

ii. Incomplete documents and non-fulfilment of qualifications as indicated in the ToRs shall be summarily rejected

JOB DESCRIPTION OF ADMINISTRATION & HUMAN RESOURCES MANAGER

Position Title : Administration & Human Resources Manager
Reporting Authority : Joint Deputy Director- 2
Work Location : State Project Management Unit, Kohima
Salary per month : Rs. 75,000/-

Required Qualification and Experience:

- Postgraduate Degree in Commerce / Human Resources or MBA in Human Resources / Office Management / Office Administration or related field.
- 5-8 years of work experience in government or private sectors related to office administration/management.
- 2-3 years of prior work experience with Externally Aided Projects
- Knowledge of administrative processes, policies, and procedures with ability to oversee and optimize workflow and operational efficiency.

Roles and Responsibilities:

- The overall responsibility of the Administration and Human Resources Manager is to support day-to-day management of office and to cater the needs of the Project in respect of selection, deployment, deputation, transfer, engagement/recruitment of personnel etc.
- Responsible to establish standard recruitment processes, develop rules relating to service conduct and discipline for staff and employees, maintain records of all Project assets, handle all legal matters of the project, define job responsibilities, rewards and punishment, develop annual performance appraisal methods, maintain ACRs of the officers, staff and employees.
- Coordinate/Assist in conducting training for project team, coordination with institutions, Technical Experts and those agencies providing technical assistance and implementing partners/agencies.
- Formulation of Capacity Building programs for project officials at all ranks and positions.
- Organize and coordinate office administration and procedures, in order to ensure effectiveness, efficiency, and safety.
- Responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision, and task delegation.
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are updated, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
- Allocate tasks and assignments to subordinates and monitor their performance.
- Coordinate project staff activities to ensure maximum efficiency and oversee adherence to office policies and procedures.
- Coordinate schedules, appointments, and bookings.
- Any other task assigned by the higher authority.

JOB DESCRIPTION OF COFFEE TECHNICAL EXPERT

Position Title : Coffee Technical Expert

Reporting Authority : Concerned Deputy Project Directors / Joint Project Directors /State Nodal Coffee Coordinator, DoLR; works in coordination with SPMU–ELEMENT and ZMUs

Work Location : Department of Land Resources (DoLR), Kohima, with extensive travel to Hub and Spoke CFCs in both clusters/SPMU

Salary per month : ₹ 50,000/-

Required Qualification and Experience:

- Master's degree in Agriculture (Horticulture / Plantation Crops / Agronomy), Post-Harvest or Food Process Technology, Agricultural Engineering, or Agri-Business Management from a recognised university.
- Certification in coffee quality, processing or cupping from the Coffee Board of India, SCA or CQI (e.g. Q Arabica Grader); training in food safety / HACCP or quality systems.
- Minimum 7 years in agricultural value chain, agro-processing or post-harvest management, of which at least 3 years in coffee processing, quality control or coffee enterprise operations.
- Hands-on experience in wet and dry processing (pulping, fermentation, drying, hulling, grading, roasting, packaging) and in setting up or running a processing unit or common facility centre.
- Proven record of preparing DPRs, business plans, technical specifications and cost estimates for agro-processing infrastructure.
- Work on World Bank / IFAD / ADB or other externally aided projects; experience in the North East; exposure to traceability systems, certification (Organic, Rainforest Alliance, Fairtrade, GI) and specialty-coffee buyer linkages.
- Proficiency in MS Office; working knowledge of GIS and digital MIS tools is an advantage.

Roles and Responsibilities:

- The Technical Expert leads the post-harvest, processing, quality and market-readiness work for two coffee clusters (Zunheboto and Mokokchung) under the ELEMENT-DoLR Integrated Coffee Cluster Development assignment.
- Prepare the DPR and business plans for 2 Hub CFCs and 5 Spoke CFCs, validating costs, throughput (300–500 MT cherry/year), technical specifications and phasing.
- Carry out technical site-suitability and feasibility studies for all CFCs: water, power, access, layout and effluent disposal.
- Draft technical specifications, indents, site layouts and estimates for machinery, equipment and civil works as input to ELEMENT procurement; support technical evaluation of bids.
- Supervise installation, testing, trial runs and commissioning of Spoke CFCs, Hub CFCs and cupping laboratories, and certify technical acceptability.

- Develop cluster SOPs from cherry collection to packaging and implement the four-tier grading system (Specialty, Premium, Commercial, Off-Grade) with quality-based pricing.
- Set up and run the cupping labs; coordinate periodic cupping with Coffee Board of India and certified Q Graders.
- Design and operationalise farm-to-cup lot traceability linked to the Farmer Registry and ELEMENT MIS.
- Lead certification readiness (Organic, Rainforest Alliance, Fairtrade, etc.) and provide technical inputs to the GI pathway for Nagaland Coffee.
- Train Spoke and Hub operators and processing / roasting entrepreneurs in post-harvest handling, moisture management, grading, storage and roasting.
- Give technical input to branding, packaging and the product portfolio (green, roasted, ground, gift packs) and provide buyer-facing technical support at B2B meets and expos.
- Ensure CFC designs and operations meet ESF requirements: effluent treatment, water recirculation, pulp/husk composting and occupational health and safety.
- Prepare technical deliverables and feed monthly, quarterly and annual reports to PMU–ELEMENT; contribute to the O&M and exit / handover plan.
- Any other task assigned by Project Director, ELEMENT

JOB DESCRIPTION OF SOCIAL EXPERT (CLUSTER MOBILISATION)

Position Title : Social Expert (Cluster Mobilisation)

Reporting Authority : Concerned Deputy Project Directors / Joint Project Directors / State Nodal Coffee Coordinator, DoLR; in coordination with SPMU & ZMU

Work Location : Field-based in Zunheboto and Mokokchung clusters, with travel to Kohima as required/SPMU

Salary per month : ₹ 50,000/-

Required Qualification and Experience:

- Master's degree in Social Work, Rural Development / Rural Management, Agricultural Extension, Sociology, Anthropology or Development Studies from a recognised university.
- Certification or training in FPO promotion, enterprise development, gender mainstreaming or participatory rural appraisal.
- Minimum 5 years in community mobilisation and livelihood programmes, including at least 2 years forming or strengthening FPOs, SHGs or FIGs and their collective enterprises.
- Experience working with tribal communities in Nagaland or the North East, with understanding of customary land tenure and Village Council systems.
- Track record in training facilitation, participatory planning and gender and social inclusion.
- Work on World Bank or other externally aided projects, especially ESF social safeguards, consent processes and grievance redress; experience with NSRLM, NABARD or PMFME convergence; work in agri or plantation value chains (coffee preferred).
- Fluency in English and Nagamese; working knowledge of Sumi or Ao is an advantage. Proficiency in MS Office and mobile data collection tools.

Roles and Responsibilities:

- Mobilise coffee-growing households in the 31 cluster villages and enrol them in the project, with active participation of Village Councils and VMCs.
- Support baseline verification and household enumeration for the georeferenced Farmer Registry, and keep farmer data updated.
- Facilitate documented Village Council / VMC consent for land for Spoke and Hub CFCs, free of encumbrance and without displacement.
- Map existing FPOs, FPCs, SHGs and FIGs and assess their readiness for aggregation, processing and marketing; recommend the institution to operate each CFC.
- Strengthen these institutions in governance, bookkeeping, member aggregation, revenue sharing and CFC operation and maintenance.
- Ensure at least 40% women among direct beneficiaries, women-owned SHG enterprise units, and youth (18–35) priority in skills and entrepreneurship training.
- Form and nurture a Women's Coffee Leadership Group in each cluster.
- Identify and help build processing, roasting, logistics, café and packaging entrepreneurs; link them to the ELEMENT Enterprise Development Programme and Matching Grants.

- Select farmers and entrepreneurs for exposure visits in consultation with ELEMENT, and organise community-level trainings and demonstrations.
- Facilitate convergence with NSRLM, NABARD, PMFME, Coffee Board of India and other schemes for credit and enterprise support.
- Apply ESF social safeguards and the Project GRM at village and CFC level; report incidents and grievances within 48 hours.
- Disseminate market price and buyer information to institutions and farmers, and support collective sales.
- Prepare training and institutional-strengthening reports, case studies and inputs to MIS; lead community-side preparation for the Year 3 handover of CFCs.
- Any other tasked assigned by Project Director, ELEMENT.

JOB DESCRIPTION OF PARA-HYDROGEOLOGIST

Position Title : Para-Hydrogeologist
Reporting Authority : Concerned Deputy Project Directors / Joint Project Directors / Designated Nodal Officer, DoLR
Work Location : Department of Land Resources (DoLR), Kohima/SPMU
Salary per month : ₹ 50,000/-

Required Qualification and Experience

- M.Sc. in Geology / Applied Geology / Hydrogeology / Earth Sciences; or B.Tech. in Agricultural Engineering, with work experience in hydrology or soil and water conservation.
- Minimum 5 years of professional experience in Watershed Management and/or Springshed Development, preferably in the hilly terrain of the North Eastern Region.
- Proven experience in hydrogeological surveys, analysis of hydrological data, and preparation of technical reports and design of spring recharge measures.
- Working proficiency in GPS-based monitoring.
- Willingness to undertake extensive field travel; knowledge of Nagamese is desirable.

Roles and Responsibilities

- Plan and implement Springshed Management activities in the assigned project villages, including monitoring and reporting, in line with the guidelines and norms of the ELEMENT Nagaland Project.
- Facilitate community consultations to inventory springs and identify water-related issues, ensuring the participation of women, marginalised groups and local communities in decision-making.
- Conduct hydrogeological surveys at community-proposed sites to delineate spring recharge areas and assess technical feasibility.
- Prepare GIS-based maps, geotag intervention sites and develop conceptual hydrogeological models of the selected springs and their recharge areas.
- Prepare the Springshed Detailed Technical Report (DTR) for each selected spring, its geology and hydrogeological analysis, identification of problems, design of conceptual hydrological models, appropriate interventions and detailed cost estimates.
- Provide close technical guidance and hand holding support during the execution of recharge and spring protection works and verify that they adhere by the approved designs.
- Train Village Animators in recording and monitoring spring discharge and water quality data, and periodically verify the data collected.
- Conduct technical trainings on Springshed Management for communities and other relevant stakeholders.
- Work closely with communities and stakeholders to promote participatory and sustainable management of land, forest and water resources.
- Ensure that all Springshed activities comply with the Environmental and Social Safeguard requirements of the project.

- Maintain close coordination with the SPMU, Kohima, the concerned Zonal Management Units, District Coordinators and PFAs in planning field visits and technical surveys.
- Submit hydrological data and technical reports to the DoLR/SPMU at the agreed frequency, and document case studies and success stories as required.
- Will conduct extensive field travel to project villages.
- Any other task assigned by Project Director, ELEMENT.

JOB DESCRIPTION OF PROJECT ASSOCIATE (GEOSPATIAL APPLICATIONS)

Position Title : Project Associate (Geospatial Applications)
Reporting Authority : Concerned Deputy Project Directors / Joint Project Directors / Nodal Officer, NGISRSC
Work Location : NGISRSC/SPMU
Salary per month : ₹ 50,000/-

Required Qualification and Experience:

- M.Tech or Postgraduate Degree in Geoinformatics, GIS & Remote Sensing, or Geospatial Science
- Postgraduate Degree in Geography, Geology, Agriculture, Forestry, Urban Planning, or Rural Planning, accompanied by a recognized Certificate/Diploma in GIS & Remote Sensing
- M.Tech/M.E. in Computer Science, Data Science, or Information Systems
- M.Sc. in Data Analytics or Management Information Systems (MIS).
- Minimum 2-3 years of relevant experience in GIS data management, spatial analysis, application of remote sensing indices, and development of geospatial applications.
- Proficiency in GIS/remote sensing software like ArcGIS, QGIS, ERDAS Imagine.
- Proven experience in API development, enterprise systems integration, and Mobile GIS solutions.
- Sound understanding of metadata standards, geospatial data security practices, and geospatial database management, including relational database design using PostgreSQL/PostGIS.
- Strong written and verbal communication skills, including preparation of technical and analytical reports.

Roles and Responsibilities

- Support generation of cadastral-scale village resource maps by integrating ground survey data, high-resolution satellite imagery and spectral indices (NDVI, NDWI, SAVI, EVI).
- Process and analyze satellite imagery, drone-derived data and field data for land use/land cover mapping, change detection and other thematic mapping.
- Develop and maintain GIS databases and metadata for project geospatial datasets, and support day-to-day operation of the geospatial lab.
- Support spatial analysis and map products requested by the project for planning, monitoring and decision support.
- Assist in structuring the centralized geodatabase (PostgreSQL/PostGIS) from the GIS side, including layer schemas, attribute definitions, coordinate reference systems, topology checks and metadata documentation.
- Provide spatial inputs for Decision Support System dashboards and map outputs, and assist in testing and user acceptance testing (UAT).
- Support geospatial data exchange between the DSS, the ELEMENT MIS and the mobile application.
- Land Resource Inventory (LRI): Assist in compiling and analyzing soil, slope, terrain, land use/land cover and hydrological datasets and prepare the resulting layers for the LRI module.
- Forest Management Information System (FMIS): Assist in preparing spatial layers on

forest type, density, canopy cover and vegetation dynamics, and in verifying them against field data.

- Integrated Early Warning Dissemination Response and Assessment System (IEWDRAS): Support spatial inputs for weather data integration and for hazard and fire-risk mapping and alert zones.
- Support integration of field data (GPS/KML/KMZ/Excel/KoboToolbox) into GIS systems and the DSS data pipeline.
- Coordinate with field teams, project staff and line departments for data collection, validation and verification.
- Assist in capacity building and provide basic GIS and DSS user support to field staff where required.
- Any other task assigned by Project Director, ELEMENT.

JOB DESCRIPTION OF JUNIOR ENGINEER

Position Title **:** Junior Engineer
Reporting Authority : Concerned Deputy Project Directors / Joint Project Directors / Zonal Project Officer, concerned ZMU; technical oversight by the designated Government Engineer / STO.
Duty Station **:** Assigned District / Zonal Management Unit (ZMU),
Salary per month **:** ₹ 50,000/-

Required Qualification and Experience:

- B.E. / B.Tech. in Civil Engineering; or
- B.Tech. / M. Tech in Agricultural Engineering.
- Minimum 2 years of professional experience for degree holders, in civil works or soil and water conservation, covering survey, design, estimation, execution supervision and reporting.
- Proven experience in preparing cost estimates as per the Schedule of Rates, maintaining Measurement Books and preparing bills and completion reports.
- Working proficiency in MS Excel and MS Word; familiarity with AutoCAD and GPS / mobile-based geotagging is desirable.
- Experience of working with community institutions, preferably in the hilly terrain of the North Eastern Region.
- Willingness to undertake extensive field travel; knowledge of Nagamese is desirable.

Roles and Responsibilities:

- Support the Village Management Committees (VMCs) and field teams in preparing and validating the soil and water conservation (SWC) works under the village-level Community Landscape Management Plan (CLMP), in line with the guidelines and norms of the ELEMENT Nagaland Project.
- Conduct site surveys and joint inspections with the VMC to validate the technical feasibility of proposed SWC sites, considering slope, soil, drainage, catchment, land availability and community consent; geotag all approved sites.
- Prepare Detailed Project Report (DPR) for each work as per the applicable Nagaland PWD Schedule of Rates (NPWD SoR 2021), taking into account materials available in the nearest local market, to enable VMC deliberation and approval.
- Orient the VMC, Village Animators and field team on the technical specifications, layout, sequence of works and quality standards before the commencement of each work.
- Provide implementation monitoring support through regular site visits, especially at critical stages, and ensure that works conform to the approved designs, specifications and timelines.
- Check the quality of construction materials, material sources and workmanship, and advise the VMC on corrective measures where required.
- Maintain the Measurement Book (MB) for each work; record and certify measurements at each stage, and facilitate cross-verification of a sample of entries by the STO, SPMU.

- Verify quantities and calculations supporting each payment by the VMC, ensuring that payments correspond to work measured and certified in the MB.
- Assist the VMC in preparing and submitting Utilisation Certificates (UCs) to the ZMU within the stipulated timelines, supported by MB extracts, bills, vouchers, VMC resolutions and geotagged photographs, and ensure consistency with the VMC books of accounts.
- Conduct the final inspection on completion of each work, prepare the completion report and completion certificate duly certified STO, SPMU and facilitate handover to the VMC with agreed operation and maintenance arrangements.
- Ensure that all works comply with the Environmental and Social Management Framework (ESMF) of the project, including site screening, worker safety and the safe disposal of muck and debris.
- Facilitate community participation and transparency in planning, execution and documentation, ensuring the participation of women and marginalised groups and the display of work details at each site.
- Conduct technical trainings and awareness programmes on soil and water conservation for VMCs, communities and field staff.
- Maintain close coordination with the Village Council, VMC, PFA, District Coordinator, the STO, SPMU, the concerned ZMU and the SPMU, Kohima, and support convergence with line departments where relevant.
- Submit monthly physical and financial progress reports to the ZMU / SPMU, update project MIS records, and report promptly any defects, delays or deviations in works.
- Extensive field travel to project villages.
- Any other task assigned by Project Director, ELEMENT.