GREEN
WORKS
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For a greener and sustainable future

JOB DESCRIPTION DOCUMENT

Post	:	**Project Executive — Biodiversity Counts,** *Green Works Trust*
Job identification	:	PEBC/4/2024
Work location	:	Raigad district, Maharashtra, India
Apply before	:	5/4/2024
Expected joining	:	Immediate
Job schedule	:	Full-time position
Practice area	:	Event management, data maintenance
Contract duration	:	1 year (can be extended based on performance)
Work experience	:	1 to 2 years
Required languages	:	Marathi, English
Age criteria	:	Max 35 years
Salary	:	Rs 20,000 to 25,000 per month

(I) Duties and Responsibilities

Under the direct supervision of the Project Manager, the Project Executive has the responsibility to help Project Manager in the ground work of the project. The key responsibility will be event announcement, collection and maintenance of registrations, management of count events, digitization and archival of collected data, maintenance of accounts.

(II) Required Assets (given in the order of importance)

(i) Skills:

- Well-versed and updated with the technical aspects like google forms.
- Well-experienced in event management.
- Builds strong relationships with stakeholders.
- Excellent information technology skills, including word processing, database applications, presentation software, and the internet (MS Excel, PPT, MS Word, etc.)
- Ability to summarize and systematize complex information.
- Report writing (proofs for the same to be provided if asked).
- Responsible, communicative, well-organized, team-oriented person.
- Familiarity with laws related to project work and ethics.
- Strong communication and interpersonal skills.
- Good organizational and time management skills.
- Ability to work flexible hours as needed.
- Ability to work under very tight deadlines.
- Ability to deliver when working under pressure and within changing circumstances.
- Ability to express ideas clearly; to work independently and in a team.
- Ability to understand your strengths and weaknesses and utilize them to the optimum.
- Ability to understand your team's strengths and weaknesses and utilize them to the optimum.
- Focuses on impact and result for the organization.
- Consistently approaches work with energy and a positive, constructive attitude.
- Responds positively to critical feedback.

- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- Demonstrates integrity by modeling ethical standards.
- Commitment to social justice, equity, and sustainable development principles.
- Candidate must have a two-wheeler license and riding experience in rural and remote areas.

(ii) Experience:
- 2 years of prior experience with similar duties and responsibilities (mentioned above)

(iii) Education:
- Master's degree in Zoology/Biodiversity/Life Sciences with relevant experience of 1 to 2 years.
- Bachelor's degree in Zoology/Biodiversity/Life Sciences with an additional 2 years of qualifying experience related to wildlife research, data maintenance, data analysis, etc.

   We believe that having relevant skills and experience are often, more important than formal education. Therefore, above mentioned skills and experience are MUST. Required education is desirable.

(iv) Languages:
- Excellent knowledge of written and spoken Marathi and English.
- Any other language will be given due consideration if in accordance with the project's needs.

(III) Competencies
(i) Core:

Achieve Results	Plans and organizes own and others' time effectively, e.g. meets deadlines.
Think Innovatively	Risk-aware and conscious of potential blockers to progress.
Learn Continuously	Dedicates time to lessons learned, learning from experience and mistakes.
Adapt with Agility	Able to adapt and flex self as the changing environment demands.
Act with Determination	Resilient and able to deal with multiple sources of pressure simultaneously, e.g. local people, local government, participants, and other stakeholders.
Engage and Partner	Encourages teamwork and fosters a positive and friendly team environment.
Enable Diversity and Inclusion	Actively promotes and respects diversity in all regards, reflecting the wide spectrum of communities *GWT* supports/works with.

(ii) Cross-functional & Technical competencies:

Thematic Area	Name	Definition
Project direction and strategy	Effective decision-making	Ability to take decisions in a timely and efficient manner in line with one's authority, area of expertise and resources.
Project Management	Monitoring	Ability to provide key stakeholders with regular feedback on MIS as per the standards set by the organization.
Digital & Innovation	Tech literacy	Ability to utilize existing technology creatively, innovatively (at times, unconventionally) for the project. Ability to stay updated with new technology and imbibe it at work to get better results.
Digital & Innovation	Systems thinking and transformation	Ability to analyze a problem from perspectives of all and related parties and find unbiased solutions in best interest of the project.

(iii) Please note:
- Candidate will be required to do field visits for count dates and other project related work.
- Candidate will be required to produce a fitness certificate by a medical practitioner (MBBS or equivalent) before joining.
- Candidate will be required to have physical fitness, stamina and endurance for rigorous field work.
- Project work requires rigorous field work throughout the year inside leech and tick infested forest.

(IV) About *Green Works Trust (GWT)*

(i) Background of the organization and its values

Diversity, equity, and inclusion are core principles at *GWT*. Awareness, Research, and Conservation are our key objectives, and we work for a greener and sustainable future.

GWT does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference and background checks.

(ii) Testimonials from current and former *GWT* team members, taken on 24th March 2024

"Creativity thrives, with appreciation for out-of-the-box thinking and critical analysis."

"The work environment provides the freedom to innovate and make on-field decisions, fostering a sense of ownership and responsibility."

"The sense of accomplishment at *GWT* is unparalleled."

"At *GWT*, I constantly learn new ideas and skills, often while traveling to breathtaking locations."

"*GWT* offers a work environment that fosters comfort and support."

"At *GWT*, the emphasis is not on competing with others; but on challenging oneself."

"It's a place where you're encouraged to pursue what you're passionate about, and the learning opportunities are endless."

"The support and guidance from colleagues are invaluable in personal and professional growth."

"*GWT* maintains a positive outlook, even in challenging situations, inspiring everyone to step out of their comfort zones."

"Through my journey with *GWT*, I've discovered a newfound sense of identity, recognizing my strengths while also acknowledging areas for development."

"*GWT* offers a comprehensive understanding, providing a 360° awareness of the field's dynamics."

"*GWT* 's commitment to people, the environment, and a greener, sustainable future is inspiring. It's evident in their dedication to solving problems with genuine intent."

"*GWT* isn't just an NGO; it's a close-knit family of individuals from diverse backgrounds but united by a common purpose."

"The work environment provides the freedom to innovate."

For more details, visit our website www.gwtindia.org. Also follow us on Facebook (https://m.facebook.com/GreenWorksTrust) and Instagram page (https://instagram.com/greenworkstrust?utm_medium=copy_link).

So, do you want to grow with a team of passionate, free-spirited individuals at *Green Works Trust*? Click here: https://forms.gle/RdVW9Y7g3rWkBTk69