

1. Programme Officer (1 position)

Location : Bangalore

Salary: Rs 40,000/ per month (CTC)

Duration: 1 year (renewable)

Duties and responsibilities

- Programme officer shall lead the team and report to NGC nodal officer
- Contribute to the development of programme strategies of NGC
- Provide substantive inputs to the design and formulation of programme/ project proposals and initiatives;
- Identify areas for support and intervention related to the programme.
- Organising events
- Preparation of Information Education and Communication (IEC) materials
- Inspection of Schools
- Organising trainings to schools teachers and students
- Provide substantive support to the implementation and management of NGC programmes,
- Supervise Programme coordinators, Associates and Assistant.
- Provide inputs to the annual work plan and budget;
- Lead the implementation of programme activities;
- Lead the coordination of the call/request for proposals, including the organization of review committees, and capacity assessment.
- Train partners on Results Based Management and monitor implementation.
- Provide assistance and capacity development to project/programme partners:
- Coordinate and provide support in the implementation of programme activities;
- Maintain relationships with partners to support implementation and expansion of the NGC programme;
- Identify opportunities for capacity building of partners and facilitate programming support and trainings to partners, as needed.
- Provide inputs to the monitoring and reporting of the programme/ project:

- Monitor progress of implementation of activities and finances using results based management tools;
- Provide substantive inputs to the management of people and finances of the programmes under NGC.
- Monitor budget implementation and make budget re-alignments/ revisions, as necessary;
- Provide substantive inputs to building partnerships and resource mobilization strategies:
- Provide substantive inputs to resource mobilization strategies; analyze and maintain information and databases;
- Prepare relevant documentation such as project summaries, conference papers, briefing notes and speeches,
- Participate in meetings and public information events, as delegated.
- Develop background documents, briefs and presentations related to NGC
- Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products;
- Coordinate the development of knowledge management methodologies, and products on NGC.

Key Performance Indicators:

- Timely and quality substantive inputs programme strategies and activities;
- Timely and quality substantive inputs to workplans and budgets;
- Timely monitoring and tracking of programme results and finances;
- Relationship with partners and stakeholders;
- Timely organization of events;

Competence

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core competencies:

- Awareness and Sensitivity Regarding environmental Issues
- Accountability

- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competence:

- Good programme formulation, implementation, monitoring and evaluation skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Good Knowledge of ISO 9001 and OHSAS 18001 is desirable
- Willing to travel extensively within Karnataka & outside Karnataka.

Required Skills and Experience

Education and certification:

- Master's degree

Experience:

- Minimum 6 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, reporting and capacity building;
- Experience in organising events, preparation of IEC materials and organising trainings.
- Experience coordinating and liaising with government agencies.

Language Requirements:

- Fluency in English and Kannada is required;
-

2. Programme Assistant (34 position)

Location : Respective educational district

Salary: Rs 15,000/- per month (CTC) + Rs 2750 Bus pass allowance Duration: 1 year (renewable)

Duties and responsibilities

- Programme Assistant shall report to NGC Programme Associate
- Visit ecoclub schools of respective districts as per the plan
- Training to ecoclub teachers and students
- Provide substantive support to the implementation and management of National Green Corps programmes,
- Coordinate and provide support in the implementation of programme activities;

Key performance indicators

- School visit percentage rate

Competence

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core competence:

- Awareness and Sensitivity Regarding environmental Issues
- Accountability
- Creative Problem Solving
- Effective Communication

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations

- Good analytical skills
- Willing to travel extensively with in respective districts.

Required Skills and Experience:

Education and certification:

- D.Ed. (Diploma in Education)

Experience:

- Freshers or up to 2 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation,

Language Requirements:

- Fluency in English and Kannada is required;

3. Trainer (1 position)

Location: Bangalore

Salary: Rs 20,000/- per month (CTC) Duration: 1 year (renewable)

Duties and responsibilities

- carry out training needs analysis
- define the skill sets needed to perform different roles
- carry out performance assessments to determine the skills gap between current and desirable learner skill levels
- design training programmes appropriate to the skills needed
- ensure that the learning environment and resources support learner needs
- design course materials and documents such as handouts, manuals and exercises
- prepare the learning environment and resources, including setting up equipment where appropriate

- deliver training programmes in formal (e.g. classroom), online (e.g. e-learning and webinar) settings
- support and coach learners using learning technologies to deliver skills
- evaluate the effectiveness of training programmes and learning outcomes
- liaise with partners (e.g. external course providers, employers, examining bodies) to fulfil the skills needs of an organisation
- develop peer networks to keep abreast of current thinking
- Maintain appropriate records of learner development and resource allocation.

Key performance indicators

- Training completion percentage rate

Competence

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core competence:

- Awareness and Sensitivity Regarding environmental Issues
- Accountability
- Creative Problem Solving
- Effective Communication

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Willing to travel extensively with in Karnataka.

Required Skills and Experience Education and certification:

- Education and certification:

- Any Graduates
- Bachelor of Education desirable

Experience:

- 2 years of progressively responsible work experience in Training,

Language Requirements:

- Fluency in English and Kannada is required;

4. Environmental Microbiologist (1 position)

Location : Bangalore

Salary: Rs. 25,000/- per month (CTC)

Duration: 1 year (renewable)

Duties and responsibilities

- Preparation of samples using standard techniques.

Performing microbiology analysis using standard techniques
- Processing environmental samples for fecal bacterial counts from a variety of aquatic resources including streams, lakes and coastal environments;
- Conducting standard water quality analyses for water samples and sediment suspensions investigated in the laboratory and field studies
- Preparing standards and reagents.
- Recording and reporting data and any unusual test occurrences to the supervisor.
- Performing routine instrument maintenance
- Responsible for general housekeeping in his/her work area.
- Ability to become trained and competent on complex instrumentation.

- Comply with safety requirements including proper handling procedures of samples.
- Calculating and entering data into Laboratory Information Management System (LIMS) is desirable
- Performs additional projects as required.

Key performance indicators

- Delivery of services on time
- Provide quality services
- Reduce customer complaints
- Enhance customer satisfaction
- Minimize incidents and accidents
- Comply with all legal and other requirements

Competence

Core Values:

- Integrity
- Professionalism

Core competence:

- Ability to learn
- Accountability
- Creative Problem solving
- Effective communication
- Leading by example

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
 - Responsible for performing job functions in compliance with ISO 9001, OSHAS 18001, and NABL is desirable
 - Occasional overnight travel may be required

Required Skills and Experience Education and certification:

Education and certification:

- Master degree in microbiology
- Green Skill Development Programme under the aegis of MoEFCC is desirable

Experience:

- Up to 2 year experience
- Fresher will be considered if experienced person is not available

Language Requirements:

- Fluency in English and Kannada is required

5. Project Associate - (3 position)

Location : Bangalore

Salary: Rs.22,000/- per month (CTC)

Duration: 1 year (renewable)

Duties and responsibilities

- Collect literature and secondary data on the assigned topics
- Assisting the laboratory and field experiments
- Preparation of samples using standard techniques.
- Performing microbiology/ biochemical analysis using standard techniques
- Conducting laboratory and field studies using standard technique
- Preparing standards and reagents.
- Recording and reporting data to the supervisor.
- Comply with safety requirements including proper handling procedures of samples.
- Calculating and entering data into Laboratory Information Management System (LIMS)
- Perform additional works assigned as and when required.

Key performance indicators

- Delivery of services on time

- Recording correct and verified data
- Provide quality services
- Reduce customer complaints
- Enhance customer satisfaction
- Minimize incidents and accidents
- Comply with all legal and other requirements

Competence

Core Values:

- Integrity
- Professionalism

Core competence:

- Ability to learn
- Accountability
- Creative Problem solving
- Effective communication
- Leading by example

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Responsible for performing job functions in compliance with ISO 9001, OSHAS 18001, and NABL is desirable

Required Skills and Experience Education and certification:

Education and certification:

- Master degree in Environmental Sciences/ Environmental Engineering/Microbiology/Biotechnology / Life Sciences/ GIS

Experience:

- Up to 2 year experience
- Fresher will be considered if experienced person is not available

Language Requirements:

- Fluency in English and Kannada is required
- **Preference would be given to candidates from Hyderabad - Karnataka region**

6. Lab technician -(2 position)

Location: Bangalore

Salary: Rs.25000/- to 30, 000/- per month (CTC)

Duration: 1 year (renewable)

Duties and responsibilities

- Collect literature and secondary data on the assigned topics
- Assisting the laboratory and field experiments
- Preparation of samples using standard techniques.
- Performing microbiology/ biochemical analysis using standard techniques
- Conducting laboratory and field studies using standard technique
- Preparing standards and reagents.
- Recording and reporting data to the supervisor.
- Comply with safety requirements including proper handling procedures of samples.
- Calculating and entering data into Laboratory Information Management System (LIMS)
- Perform additional works assigned as and when required.

Key performance indicators

- Delivery of services on time
- Recording correct and verified data
- Provide quality services
- Reduce customer complaints
- Enhance customer satisfaction
- Minimize incidents and accidents
- Comply with all legal and other requirements

Competence

Core Values:

- Integrity
- Professionalism

Core competence:

- Ability to learn
- Accountability
- Creative Problem solving
- Effective communication
- Leading by example

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Responsible for performing job functions in compliance with ISO 9001, OSHAS 18001, and NABL is desirable

Required Skills and Experience

Education and certification:

- Master degree in Environmental Sciences/ Environmental Engineering/ Microbiology/Biotechnology / Life Sciences/ Chemistry/ Biochemistry

Experience:

- Up to 2 year experience
- Fresher will be considered if experienced person is not available

Language Requirements:

- Fluency in English and Kannada is required

Preference would be given to candidates from Hyderabad - Karnataka region

7. Lab assistants - (2 position)

Location: Bangalore

Salary: Rs. 20,000/- per month CTC

Duration: 1 year (renewable)

Duties and responsibilities

- Collect literature and secondary data on the assigned topics
- Assisting the laboratory and field experiments
- Preparation of samples using standard techniques.
- Performing microbiology/ biochemical analysis using standard techniques
- Conducting laboratory and field studies using standard technique
- Preparing standards and reagents.
- Recording and reporting data to the supervisor.

- Comply with safety requirements including proper handling procedures of samples.
- Calculating and entering data into Laboratory Information Management System (LIMS)
- Perform additional works assigned as and when required.

Key performance indicators

- Delivery of services on time
- Recording correct and verified data
- Provide quality services
- Reduce customer complaints
- Enhance customer satisfaction
- Minimize incidents and accidents
- Comply with all legal and other requirements

Competence

Core Values:

- Integrity
- Professionalism

Core competence:

- Ability to learn
- Accountability
- Creative Problem solving
- Effective communication
- Leading by example

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Responsible for performing job functions in compliance with ISO 9001, OSHAS 18001, and NABL is desirable

Required Skills and Experience

Education and certification:

- Bachelor degree in Environmental Sciences/ Environmental Engineering/ Microbiology/Biotechnology / Life Sciences/ Chemistry/ Biochemistry

Experience:

- Up to 2 year experience
- Fresher will be considered if experienced person is not available

Language Requirements:

- Fluency in English and Kannada is required

- **Preference would be given to candidates from Hyderabad - Karnataka region**

8. Research Associate –(1 position)

Location : Bangalore

Salary: Rs.24000/- per month (CTC)

Duration: 1 year (renewable)

Duties and responsibilities

- Executing research project as per the objectives and time line
- Collect literature and secondary data on the assigned topics
- Assisting the laboratory and field experiments
- Preparation of samples using standard techniques.
- Performing microbiology/ biochemical analysis using standard techniques
- Conducting laboratory and field studies using standard technique
- Preparing standards and reagents.
- Recording and reporting data to the supervisor/ scientist
- Comply with safety requirements including proper handling procedures of samples.
- Calculating and entering data into Laboratory Information Management System (LIMS)

- Perform additional works assigned as and when required.

Key performance indicators

- Delivery of services on time
- Recording correct and verified data
- Provide quality services
- Reduce customer complaints
- Enhance customer satisfaction
- Minimize incidents and accidents
- Comply with all legal and other requirements

Competence

Core Values:

- Integrity
- Professionalism

Core competence:

- Ability to learn
- Accountability
- Creative Problem solving
- Effective communication
- Leading by example

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Responsible for performing job functions in compliance with ISO 9001, OSHAS 18001, and NABL is desirable

Required Skills and Experience:

Education and certification:

- Master degree in Environmental Sciences/ Environmental Engineering/ Microbiology/Biotechnology / Life Sciences/ GIS

Experience:

- Up to 2 year experience
- Fresher will be considered if experienced person is not available

Language Requirements:

- Fluency in English and Kannada is required

• **Preference would be given to candidates from Hyderabad - Karnataka region**

9. Training Assistant (2 position)

Salary: Rs 18,000/- per month (CTC) Location: Bangalore

Duration: 1 year (Renewable)

Duties and Responsibilities

- Preparation of Training Materials
- Organize and Coordinate Training Events.
- Design Training and Course Schedules
- Prepare Conference and Training Rooms
- Calls Quotation in Procurement
- Preparation of Letters, Manuals & Time Management
- Proficiency in MS Office applications
- Willingness and ability to travel extensively.
- Kannada typing is must
- Knowledge of Translation from Kannada to English & English to Kannada

Key performance indicators

- Training completion percentage rate

Competence

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core competence:

- Awareness and Sensitivity Regarding environmental Issues
- Accountability
- Creative Problem Solving
- Effective Communication

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills

Required Skills and Experience:

Education and certification:

Any Graduates

Experience:

- Upto 2 years of progressively responsible work experience in Training
- Freshers will be considered if experienced person is not available.
-

Language Requirements:

- Fluency in English and Kannada is required

10. Project assistants - 6

Location: Bangalore

Salary: Rs. 20,000/-

Duration: 6 months

Duties and responsibilities

- Assist in the project on green auditing
- Strictly follow the methodology prescribed for collecting the information/data
- Conduct visits to departments/organizations to gather information in the prescribed proforma
- Conduct interview/interactions with the concerned nodal officers/stakeholders for collecting authentic data
- Entering the data qualitatively/quantitatively in the prescribed proforma
- Validate the data with the published documents/reports
- Compute the data into processed information
- Report to the concerned officer at EMPRI

Key performance indicators

- Delivery of services on time
- Recording correct and verified data
- Provide quality services
- Comply with all legal and other requirements

Competence

Core Values:

- Integrity

- Professionalism

Core competence:

- Ability to learn
- Accountability
- Creative Problem solving
- Effective communication

Functional Competence:

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Responsible for performing job functions in compliance with ISO 9001, OSHAS 18001 and NABL

Education and certification:

- Bachelor degree in Environmental Sciences/Environmental Engineering/Life Sciences/Commerce/Economics
- Working knowledge in MS Office

Experience:

- Up to 2 year experience
- Fresher will be considered if experienced person is not available

Language Requirements:

- Fluency in English and Kannada is required

- **Preference would be given to candidates from Hyderabad - Karnataka region**

Note:

1. Candidates applying for more than one post, kindly submit separate application for each post.
2. The candidates will be shortlisted based on Eligibility criteria given above.
3. Incomplete application or only Application or only Curriculum Vitae is liable for rejection.
4. EMPRI shall not be responsible for the non-receipt of information due to lack of internet/ wrong email id of the candidates.
5. Date of Personality test for the short listed candidates will be intimated by e- mail **(admin-empri@karnataka.gov.in)**.
6. The Selected Candidates for the above posts will be recruited through manpower agency for Environmental Management & Policy Research Institute, Bangalore.
7. Number of Vacancies is tentative and can be revised as per the requirement of the project.

Sd/-

Director General

EMPRI