

ICAR-Central Institute of Freshwater Aquaculture (ICAR-CIFA)

Kausalyaganga, Bhubaneswar-751002, Odisha, India

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Applications are invited from eligible Indian Nationals for contractual engagement under the SAARC Development Fund (SDF) supported project titled "Livelihood Enhancement of Small-Scale Fish Farmers and Nutrition Security of Rural Masses in the SAARC Region through Aquaculture Development" (Acronym: *AquaLivelihood*). This consortium project will be implemented in five SAARC member countries: Bangladesh, Bhutan, India, Nepal, and Sri Lanka, with ICAR-CIFA, Bhubaneswar as the Lead Centre. The positions are purely contractual and coterminous with the project.

Positions Details

1. Job Title: Communication Specialist

Number of position: **1 (One)**

Duty Station: AquaLivelihood Project Coordination Unit, ICAR-CIFA, Kausalyaganga, Bhubaneswar, Odisha, India

Monthly Remuneration: ₹1,00,000 (Consolidated)

Contract Duration: one year or until project completion, with possible annual extension based on performance and project continuity.

Nature of the Position: The position is entirely contractual and coterminous with the project.

Age limit for the applicant: Not more than 50 years as of the closing date of the application.

Application Closing Date: 24 February 2025, 5:30 PM

Key Responsibilities

Lead and support the creation and dissemination of various communication materials. This includes developing reports, documenting success stories and impacts, crafting communication strategies and action plans, and enhancing advocacy efforts to reach diverse audiences across partner countries. Collaborate with multiple projects and technical units to ensure coherence and maximize outreach.

Reporting Structure

The Communications Specialist will directly report to the Project Coordinator of the *AquaLivelihood* Project at ICAR-CIFA, Bhubaneswar. Operating under the guidance of the Project Coordinator and working in close coordination with Project Consultants, Specialists,

Implementing Agencies (IAs), and other technical experts, the Communication Specialist will carry out the tasks and responsibilities outlined below:

Tasks and Responsibilities

- Assist in designing and executing the overall communication and visibility strategy for the *AquaLivelihood* project.
- Collaborate with Implementing Agencies (IAs) to develop and implement joint information campaigns.
- Provide expert guidance on strategic communication, content development, and best practices for both internal and external stakeholders.
- Maintain regular, efficient communication between the project coordination unit, IAs, and other stakeholders to ensure alignment and effective implementation.
- Work closely with project staff to highlight accomplishments and share information with relevant audiences, including beneficiaries, government authorities, and the general public.
- Produce communication materials, including success stories, reports, and advocacy items, ensuring their distribution to target audiences.
- Ensure project visibility by updating information and results on project websites and online platforms, including the ICAR-CIFA website.
- Identify impactful project outcomes suitable for advocacy efforts and develop appropriate communication approaches.
- Support knowledge preservation by working with IAs and the SDF to develop mechanisms for storage and dissemination of key materials.
- Engage with stakeholders to promote gender equality and raise awareness through strategic communication initiatives.
- Support technical workshops and meetings in collaboration with line departments and technical working groups.
- Assist stakeholders and project teams in monitoring and evaluation activities, including establishing baselines, tracking progress, and planning future activities.
- Ensure compliance with communication standards and contribute to the review and approval of all project outputs.

CANDIDATE ASSESSMENT CRITERIA

Minimum Requirements:

- Advanced degree in communications, media relations, social studies.
- A minimum of seven (7) years' experience in communications and publication.
- Expertise in photography and graphic designing.
- Expertise in organizing media events and providing communication support for thematic activities.
- Proficiency in creating Information, Education, and Communication (IEC) materials such as newsletters, brochures, and coffee table books.
- Strong oral, written, and presentation skills in English.

Desirable: Preferences will be given for experience working with government agencies, international bodies, international NGOs, international donor organizations, or projects funded by international donor agencies. Expertise in web publishing, information management, and multimedia applications within fisheries, agriculture, livestock and development sectors will be an asset to the project.

Technical and Functional Skills

- In-depth understanding and analytical capacity on communication for development approaches, with a specific focus on food security, nutrition, and agri-food system transformation.
- Proven track record in delivering communication services for prominent organizations, including media relations, online communication, and social media.
- Proficiency in new media tools, including infographics, videos, and multimedia formats, to communicate complex information effectively.
- Experience in designing, conducting and analysing socio-economic surveys and impact assessment data to evaluate project outcomes.
- Proficiency in relevant software tools such as MS Word, Excel, and desktop publishing applications.

2. Job Title: Project Finance & Account Officer

Number of position: **1 (One)**

Duty Station: *AquaLivelihood* Project Coordination Unit, ICAR-CIFA, Kausalyaganga, Bhubaneswar, Odisha, India

Monthly Remuneration: ₹50,000 (Consolidated)

Contract Duration: one year or until project completion, with possible annual extension based on performance and project continuity.

Nature of the Position: The position is entirely contractual and coterminous with the project

Age limit of applicant: Not more than 64 years as of the closing date of the application

Application Closing Date: 24 February 2025, 5:30 PM

Reporting Structure

The Project Accounts & Finance Officer will directly report to the Project Coordinator of the *AquaLivelihood* Project at ICAR-CIFA, Bhubaneswar. Operating under the guidance of the Project Coordinator and working in close coordination with Project Consultants, Specialists, Implementing Agencies (IAs), other technical experts and the ICAR-CIFA office, the Project Finance Officer will carry out the tasks and responsibilities outlined below:

Tasks and Responsibilities

Under the direct supervision of the Project Coordinator, the Project Finance & Account Officer will undertake the following duties.

- Prepare and provide financial reports as per SDF requirements.
- Prepare and obtain approval for all documentation needed to hire staffs, services and limited acquisition of equipment necessary to provide the services, ensuring that procurement processes comply with the Project Financing Agreement (PFA).
- Maintain accounting and financial controls, including adequate support documentation and filing systems for verification by SDF and external auditors, and ensure compliance with all SDF monitoring and financial reporting requirements as established in the PFA and project.
- Work closely with the Project Coordinator, SDF, IAs and ICAR-CIFA to ensure smooth and timely fund flow to the Project.
- Coordinate with project Implementing Agencies (IAs) for timely compilation of reports and expenditure statements.
- Coordinate with ICAR-CIFA for obtaining quotations for procurement, AMCs (Annual Maintenance Contracts), printing and publication of documents, reports, brochures, photocopying and any other jobs. Procurement of goods will be made in the best interest of the office and with approval from the Competent authorities.
- Process travel requests, payments and settling of travel bills.
- Process equipment requests for projects and arranges for the release of payments.
- Assist the Project Coordinator in the recruitment process and issuance of contracts.

- Verify the availability of funds under each budget line, and ensure that project expenditures are in accordance with approved/available budgets.
- Manage project financial records and monitor project accounts on a daily basis in close coordination with the Project Coordinator, SDF and IAs.
- Assist the ICAR-CIFA office in implementing the Risk Mitigation and Assurance Plan as required under the PFA and project.
- Prepare and submit financial reports to SDF.
- Manage the project office's petty cash and cash box.
- Undertake any other duties, as required.

CANDIDATE ASSESSMENT CRITERIA

Minimum Requirements:

- A retired Senior Level Accounts/Finance Officer of Government of India offices, or Bachelor's degree in Finance & Accounting with MBA or in Bachelor's degree in Commerce with MBA.
- A minimum of seven years of experience in project/ office accounting and operational activities.
- Oral, written and presentation skills in English.

Desirable: Preference will be given to candidates with experience working in Finance & Accounts in the Government of India Departments, government organisations/ non-government organizations/ donor organizations/donor-funded projects will be an asset to the project.

Technical and Functional Skills

- Experience in preparing and maintaining project accounts and finance documents.
- Expertise in providing general administrative support (filing, ordering supplies etc.).
- Expertise in maintaining databases, updating records and ensuring data accuracy.

3. Job Title: Administration and Operations Officer

Number of position: **1 (One)**

Duty Station: *AquaLivelihood* Project Coordination Unit, ICAR-CIFA, Kausalyaganga, Bhubaneswar, Odisha, India

Monthly Remuneration: ₹50,000 (Consolidated)

Contract Duration: one year or until project completion, with possible annual extension based on performance and project continuity.

Nature of the Position: The position is entirely contractual and coterminous with the project

Age limit of applicant: Not more than 50 years as of the closing date of the application

Application Closing Date: 24 February 2025, 5:30 PM

Reporting Structure

The Administration and Operations Officer will directly report to the Project Coordinator of the *AquaLivelihood* Project at ICAR-CIFA, Bhubaneswar. Operating under the guidance of the Coordinator and working in close coordination with Project Consultants, Specialists, Implementing Agencies (IAs), other technical experts and ICAR-CIFA, the Administration and Operations Officer will carry out the tasks and responsibilities outlined below.

Tasks and Responsibilities

- Administrative and operational support to *Aqualivelihood* Project.
- Support the project in arranging meetings, workshops and events including arranging for meeting rooms and other facilities.
- Assist in the preparation of layouts using DTP software for various publications and reports related to the project.
- Type, format and draft routine correspondence as required.
- Maintain leave records, personnel files of project staff and office files both related to programs and administration.
- Ensure availability of office supplies and appropriate maintenance of project office equipment and maintain inventory of equipment.
- Procurement of goods will be made in the best interest of the office and with approval from the Coordinator and ICAR-CIFA.
- Undertake any other duties, as required.

CANDIDATE ASSESSMENT CRITERIA

Minimum Requirements:

- Bachelor's/ Master's Degree with at least Diploma in Computer Applications.
- A minimum of seven years' experience in project/ office operational activities.
- Experience working with government organisations/ non-government organizations/ donor organizations/donor-funded projects

- Oral, written and presentation skills in English

Desirable: Preference shall be given to the candidate with experience working and networking in projects within fisheries, livestock and agriculture sectors.

Technical and Functional Skills

- Experience in liaising with different clients and stakeholders.
- Managing records and files.
- Preparing and maintaining project documents (reports, presentations etc.)
- Providing general administrative support (filing, ordering supplies)
- Assisting with planning and execution of seminars, workshops, etc.
- Strong skills in word processing and spreadsheet software computer.
- Maintaining databases, updating records, and ensuring data accuracy.

4. Job Title: Aquaculture Specialist

Number of position: 1 (One)

Duty Station: *AquaLivelihood* Project, ICAR-CIFA, Kausalyaganga, Bhubaneswar, Odisha, India

Monthly Remuneration: ₹50,000 (Consolidated)

Contract Duration: one year or until project completion, with possible annual extension based on performance and project continuity.

Nature of the Position: The position is entirely contractual and coterminous with the project

Age limit of applicant: Not more than 64 years, on the closure date of the application.

Application Closure Date: 24 February 2025, 5:30 PM

Reporting Structure

The **Aquaculture Specialist** will directly report to the Project Lead, *AquaLivelihood* Project at ICAR-CIFA, Bhubaneswar. Operating under the guidance of the Principal Investigator, and working in close supervision with the Project Investigators the Aquaculture Specialist will carry out the tasks and responsibilities outlined below:

Tasks and Responsibilities

Under the direct supervision of the *AquaLivelihood* Project Lead the Aquaculture Specialist will undertake the following duties.

- Execution of the project activities.
- Demonstration of scientific aquaculture practices.
- Conducting training program as per the project schedule.
- Recording and maintaining project data.
- Preparation of project report, scientific article, research paper etc.
- Undertake any other duties, as required for the project.

CANDIDATE ASSESSMENT CRITERIA

Minimum Requirements:

- Aquaculture Specialists should have a Bachelor's/Masters's degree in Fisheries Science/ Aquaculture/ Zoology.
- Extensive experience in fish breeding, hatchery management, and advanced aquaculture practices.
- At least 10 year's experience in aquaculture and fisheries and their management.
- Oral, written and presentation skills in English and Hindi.

Desirable: Preferences will be given to a retired Senior Level Fisheries and aquaculture Officer/expert from government departments/ government organisations/ non-government organizations/ donor organizations/donor-funded projects.

Technical and Functional Skills

- Skill in developing aquaculture training modules, training fish farmers and stakeholders.
- Experience in establishing Farmers Field School and FPOs and other latest innovation extension techniques for livelihood enhancement of fish farmers

About the Project

The “Livelihood Enhancement of Small-Scale Fish Farmers and Nutrition Security of Rural Communities in the SAARC Region through Aquaculture Development” (*AquaLivelihood*) project is a flagship initiative under the Social Window of the SAARC Development Fund (SDF). The project is designed to foster regional integration and socio-economic development by addressing poverty alleviation, nutrition security, and gender equity across five SAARC countries: Bangladesh, Bhutan, India, Nepal, and Sri Lanka. The Project duration is 3 years. A Project Coordination Unit (PCU) at ICAR-CIFA, Bhubaneswar, will be established for the implementation of project activities.

Position Details

The position is purely contractual and will be at a consolidated monthly remuneration. The engagements will be for one year or closure of the project, whichever is earlier from the date of joining, which may be extended on a yearly basis, subject to project continuance and satisfactory performance of the candidate. The engaged persons will be subjected to and will abide by the Conduct Rules applicable to the employees of ICAR. Other allowances such as Dearness Allowance, House Rent Allowance, Medical Allowances etc. will not be applicable for these positions. Travelling Allowance/ Daily Allowance as per norms approved for ICAR employees will be applicable, and for this purpose, the consolidated remuneration or the last basic pay drawn (in case of retired government employee) shall be reckoned as the basic pay to determine the admissibility and transport for their tours. The staff involved in this project will need to undertake tours for various project activities. For tours, the approval of the Project Coordinator shall be obtained. These positions will be entitled to only Casual leave as applicable to ICAR employees and not for any other kind of leave. If the engaged personnel desires to resign from the assignment, He or She has to give 1 (One) month’s notice to the Project Coordinator. The engagement can, however, be terminated at any time without assigning any reason whatsoever. Neither the Government of India nor ICAR nor ICAR-CIFA nor SDF will be responsible for such disengagement.

Application Guidelines

Interested candidates may apply with a complete CV pertaining to the job requirements. Self-attested photocopies of documents towards proof of identity, residence, educational qualifications, experiences & other achievements related to the job’s requirements, along with a passport-size photograph to the Director, ICAR-Central Institute of Freshwater Aquaculture, Kausalyaganga, Bhubaneswar-571002, Odisha, India on or before 24.02. 2025, 5.30 PM through Speed Post/ Registered Post only. The documents sent through any mode other than

Speed Post/ Registered Post shall not be accepted. Applications received after the due date will not be taken into consideration.

The candidate must ensure they have shared their email and phone numbers correctly.

Interested candidates must submit their CVs, self-attested documents (identity proof, educational certificates, and experience credentials), and a passport-sized photo. Applications must be sent via Speed/Registered Post to: THE DIRECTOR, ICAR-CENTRAL INSTITUTE OF FRESHWATER AQUACULTURE, KAUSALYAGANGA, BHUBANESWAR-571002, ODISHA, INDIA.

Selection Process

CV Screening and Shortlisting:

Only applicants meeting assessment criteria, i.e. minimum requirement (education, experience, language proficiency), will be shortlisted.

Shortlisted candidates will be notified via email.

Personal Interview:

A maximum of 10 shortlisted candidates will attend an interview before a panel.

Verification of original documents is mandatory during the interview.

General Instructions

NOTES FOR CANDIDATES:

- Candidates must present a government-issued photo ID (Aadhaar Card/ Electro Photo Identity Card/ PAN Card/ Driving License/ Passport) for verification during the interview.
- Candidates selected for interview will bring their original certificates of academic qualifications, proof of date of birth, and all other documents during the personal interview for verification.
- All the claims made in the application must be supported with documentary evidence.
- Candidates who are selected will be contacted through email. No queries through e-mail/ phone from unselected candidates will be entertained. However, for any query related to shortlisting or selection, candidates may personally contact ICAR-CIFA, Bhubaneswar-751002.

Encouragement:

Women candidates are strongly encouraged to apply.

Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none">• Tasks Described above carried out satisfactorily and certified.• Monthly report/ final report and attachments submitted and cleared.	<ul style="list-style-type: none">• Monthly/ final report- upon completion of the assignment.

CV FORMAT FOR CONTRACT RECRUITMENT
SDF Supported Project at ICAR-CIFA, Bhubaneswar: Livelihood Enhancement of the Small-scale Fish Farmers and Nutrition Security of Rural Masses in SAARC Region through Aquaculture Development (Project Acronym: *AquaLivelihood*)

Position Applied for:

Passport
size Photo

PERSONAL DETAILS				
1	1.1	Name of the Candidate	First Name	
			Middle Name	
			Last Name	
	1.2	Father's Name		
	1.3	Mother's Name		
	1.4	Nationality		
	1.5	Domicile		
	1.6	Sex		
	1.7	Date of Birth		
	1.8	Marital Status		
	1.9	Address for Correspondence	House No.	
			Street/lane	
City				
District				
State				
1.10	Permanent Address	House No.		
		Street/lane		
		City		
		District		
		State		
1.11	Mobile No			
1.12	Email ID			

EDUCATIONAL QUALIFICATIONS							
		Name of the Examination	Course and Subjects	Name of the Board/ Council/ Institute/ University	Name of School/ College/ University	Year of Passing	%age of Marks Obtained
2	2.1	Graduation					
	2.2	Post Graduation					
	2.3	Ph. D					
	2.4	Others (Add if any)					

Language Proficiency Put a Tick (✓) mark					
S. No	Languages	Reading	Writing	Speaking	
3	3.1	English			
	Other languages				
	3.2				
	3.3				
	3.4				
	3.5				
	3.6				

WORK EXPERIENCE					
S. NO	Name and Category of Organization (Govt. sector/ International non-government organizations/ donor organizations/ donor funded projects) & location of positioning	Designation	Relevant Duties Performed (Within 1500 characters) (Attach separate sheet with self-attestation and proof, if required)	Duration	
				From	To
4	4.1				
	4.2				
	4.3				
	4.4				
	4.5				

Please specify your computer proficiency.			
5	S. No		Yes/No
	5.1	MS Word	
	5.2	MS Excel	
	5.3	Email Management	
	5.4	Data Entry	
	5.5	MS Power Point	
	5.6	MS Outlook	
	5.7	Others – Specify (Max 100 Characters)	

Referees (Name of two referees)			
6	S. No	Name, designation, organisation	Contact details
	6.1		
	6.2		

Date:

Full signature of the Applicant

Place:

Instructions to Applicant

- The CV Format shall be typed
- Each page of the CV needs self-attestation.
- Completed CV in prescribed format, self-attested photocopies of certificates towards educational qualifications, experiences & other relevant documents along with one passport size photograph in a sealed envelope super scribed as **“AQUALIVELIHOOD PROJECT” & “------(Name of the Position)”** can be sent to the following address through **Speed Post/Registered Post only.**

To,
The Director,
ICAR-Central Institute of Freshwater Aquaculture,
Kausalyaganga, Bhubaneswar-751002, Odisha, India

The LAST DATE for receipt of hard copy of application is 24.02. 2025, 5.30 PM.