

# **Bioprospecting and ABS Contract Recruitment under Chanel PD Funding**

## **Terms of Reference for ABS Assistant**

**Job Title:** ABS Assistant [Equivalent to S5A]

**Job Location:** National Biodiversity Centre, Serbithang, Thimphu

### **INTRODUCTION/RATIONAL**

The National Biodiversity Centre on behalf of the Ministry and Chanel PB has signed the scoping agreement on 24/12 2013 under the ABS regime to access and conduct research on Bhutanese Biological resources. In line with the scoping agreement, a development agreement was signed on 1<sup>st</sup> September 2014 to execute the article 5 of the scoping agreement. Under the development agreement, Chanel PB would be funding their research program through NBC.

Based on the signed agreement, new contract staffs would be recruited at NBC to carry out the research and help in implementation of the outlined activities of the collaboration. The funding for the recruit would be borne by Chanel PB.

### **PURPOSE, DUTIES AND RESPONSIBILITIES**

**Purpose:** To assist or facilitate in the research and activities of the collaboration between Chanel PB and NBC.

**Duties and Responsibilities:** Under the guidance and supervision of the Head, BP and ABS Program the ABS Assistant will carry out the following tasks:

- ✓ Carry out field collection of plant samples
- ✓ Maintain MTA database and follow up on MTA reports
- ✓ Maintain and carry out stock entry of goods procured under the Chanel Funding
- ✓ Assist in process of the plant samples and extraction works
- ✓ Assist in field expeditions
- ✓ Assist TK documentation and awareness program
- ✓ Assist in TK data entry and maintenance of MTA database
- ✓ Assist in tendering works and follow ups of official works related to ABS collaboration
- ✓ Perform other miscellaneous office works (e.g. filing, follow ups, meetings, paper works etc.)
- ✓ Assist and collaborate in assignments to other staffs within the Divisions as and when necessary.
- ✓ Carry out any other tasks assigned by supervisors.

## **QUALIFICATION & KNOWLEDGE REQUIREMENT**

- Class 12 pass (General)
- Preference will be given to candidate with computer and office management skills
- Good language and record keeping skills
- Very good inter-personal skills
- Proficiency in the use of computer software such as MS Word, MS Excel and MS Publisher

## **TERM**

He/She will be on contract commencing from March 2015 till February 2017.

## **SALARY**

<b>Particulars</b>	<b>Estimate</b>	<b>Remarks</b>
<b>Basic Salary</b>	<b>11125</b>	
<b>30% contract allowance</b>	<b>3337.5</b>	
<b>Total salary per month</b>	<b>14462.5</b>	