

**Centre for Ecological Sciences
Indian Institute of Science, Bangalore**

**Announcement of Vacancy for the Position of Administrative Assistant in the
Long-Term Ecological Observatories (LTEO) programme**

Number of vacancies: One

Position: Administrative Assistant

Chief responsibilities: Provide administrative support for the implementation of the LTEO programme via the LTEO Coordination Cell

Last date to apply: 29 December 2020

Project details:

Position and responsibilities: We invite applications from suitable candidates for the position of Administrative Assistant for the Long-Term Ecological Observatories (LTEO) Programme on biodiversity and climate change. While this appointment is for a longer term position, we will offer an initial one-year contract to the successful applicant. The contract will be renewed depending on the performance of the candidate. This position demands that the candidate be a highly self-motivated, independent and enterprising individual with attention to detail who will fulfil the following responsibilities of this position:

- a) Support the Coordination Cell in day-to-day administrative tasks, such as record-keeping, documentation, reporting, approvals and communication.
- b) Support project logistics such as travel, workshops and conferences.
- c) Liaise closely with the administrative network of Indian Institute of Science as well as partner institutions and governmental agencies to ensure smooth progress of project activities.
- d) Work with Accounts Assistant in financial reporting and management.

Location: The position will be based at Centre for Ecological Sciences, IISc, Bangalore.

Candidates must possess the following basic qualifications/skills:

- A Bachelors' degree in a relevant field.
- A minimum experience of **1 year**.
- A demonstrable understanding of administration and management of projects.
- Excellent working knowledge of standard office software.

Candidates with the following additional competencies will be preferred:

- Experience with Indian Institute of Science or similar large institutions
- Experience in engaging with government agencies

- Exposure to enterprise & accounting management software such as Tally and SAP.

Remuneration: Salary will be commensurate with qualifications and work experience within the range of Rs. 20,000/- to Rs. 28,000/- per month.

How to apply:

- Submit a complete CV along with a cover letter (not exceeding one page) clearly conveying why you consider yourself a suitable candidate for this position.
- Provide the names of two referees along with their contact details in the CV.

Incomplete applications will not be considered.

This position will be filled as soon as a suitable candidate is identified; interested individuals are therefore requested to apply immediately. Short listed candidates will be invited for a personal interview. Appointments will be subject to an initial probation period.

Please email your application to: lteo.ces@iisc.ac.in with the subject 'Administrative Assistant'

About CES

The Centre for Ecological Sciences, founded in 1983 with the support of the Ministry of Environment, Forest & Climate Change offers exciting opportunities for research in a variety of areas in ecology. Over the past 25 years, and more, we have instilled a tradition of rigorous enquiry in diverse areas of ecology, evolution and behavior. Our projects are often integrative and we use multiple approaches from theoretical and laboratory studies to field-based research to explore our research questions. A number of our research areas are breaking new ground in ecology while others have significant roles in conservation.

About LTEO

The Ministry of Environment, Forest and Climate Change is launching the Long Term Ecological Observatories (LTEO) Programme, a multi-institutional, multi-disciplinary, all-India coordinated project, which will be led by the Indian Institute of Science, Bengaluru. In its first phase, the LTEO programme will monitor a range of themes and taxa across the Indian subcontinent including soil, forests, grasslands, invertebrates, fish, herpetofauna, birds, animal movement and marine ecosystems. The work will be initiated at 6 index sites representing different biomes including the Northwestern Arid Zone, Western Himalaya, Eastern Himalaya, Central India, Western Ghats and Andaman and Nicobar Islands. The entire project will be managed by a Coordination Cell at the Indian Institute of Science.