

## ToR of Field Assistant

<b>Office</b>	Unit Office, Region
<b>Function</b>	Implement the operational plans and related activities in the field.
<b>Reporting</b>	Production In-Charge
<b>Minimum Qualification</b>	Class XII + 1 year or Class X + 2 years training in forestry.
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to plan, coordinate and supervise field operations;</li> <li>• Ability to work under pressure and extreme working conditions;</li> <li>• Ability to work with/in teams;</li> <li>• Good written and verbal communication skills;</li> <li>• Should have computer knowledge/skills.</li> <li>• Should have strong sense of commitment for the Company.</li> <li>• Natural resource management knowledge and skills</li> </ul>
<b>Location</b>	FMU/Ad-hoc Units
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise the day to day field works and follow-up with territorial counter-parts and contractors in the field.</li> <li>• Supervise and monitor timber production activities such as felling, cross cutting, debarking, transportation, etc.</li> <li>• Supervise and monitor Sand production activities within the unit</li> <li>• Assist in coupe demarcation and laying of group selection plots, tree marking, cable line survey, etc.</li> <li>• Supervise harvesting, afforestation, road construction and maintenance works;</li> <li>• Control movement of timber and related products from the FMUs;</li> <li>• Carry out and supervise sanitation/salvage activities wherever designated by DoF;</li> <li>• Assist during the Environmental Assessment in the FMUs.</li> <li>• Assist in identifying plantation areas within the FMU.</li> <li>• Maintain production register and inventory;</li> <li>• Maintain plantation journal and nursery inventory;</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Carry out joint measurement with territorial counter-parts, numbering of logs, etc.</li><li>• Carry out reforestation activities such as nursery management and plantation, survey and estimates of plantation and collection and sowing of seeds etc.</li><li>• Assist Unit Managers in monitoring the daily field works and in supervision of laborers in the field works.</li><li>• Maintain the details of laborers engaged for the production, reforestation, road construction and for other field works</li><li>• Prepare and submit monthly progress report.</li></ul> |
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*\* Any other tasks assigned by the PI/Regional Manager/Management*