



BNHS announce following vacancy for its Conservation Education Centre at Delhi. Interested candidates are requested to mail their updated resume to hr@bnhs.org with a copy marked to s.madan@bnhs.org on or before 27th April 2021. Visit BNHS website to know more about our programs <https://www.bnhs.org/>. Tel: 022-22821811.

1. EDUCATIONAL ASSISTANT/ PROGRAM ASSISTANT (1 post)

Job Description: He or she will assist the education officers and research staff in programme management and administration at the site and off site as well. The job mainly involves educational and administrative works. He or she is expected to have independent working style with concrete time-bound deliverables. Preference will be given to candidates from the National Capital Region.

Under the overall guidance and supervision of the Education Officers, the incumbent will perform the following functions:

- To handle programme phone/email queries, bookings and promotion via print and electronic media.
- To provide resources for educational programmes on Aravalli plants nursery.
- To manage volunteers by scheduling their duties and maintaining their database.
- To collate feedback data,
- To maintain visitor and programme database and draw up periodic reports.
- To display programme notices on social media platforms.
- To visit schools and colleges for conducting education programmes.
- To accompany groups on the programmes and on site.
- To participate in science and education exhibitions/events.
- To send out registration applications to the participants.
- To maintain programme diary and prepare reports for funders.
- To manage the groups during the programmes.
- To conduct programmes as and when required.
- To assist in monitoring and data collection.
- To help conduct social and bio diversity surveys.

Core competencies required:

Professionalism: Working experience of nature education. Good data mining skills, and ability to rapidly analyze and integrate diverse information from varied sources.

Communication: Good written and verbal communication skills, Internet Communication Technology (ICT) skills are must.

Planning and organizing: Proven ability to plan and organize work, Ability to integrate the education administration and accounts work.

Teamwork: Ability to work collaboratively with colleagues to achieve organizational goals; Ability to maintain effective working relations with volunteers and visitors.

Commitment: The job demands good amount of commitment as it involves working on weekends/public holidays sometimes. The working hours are flexible.

Job Specification:

Academia: Bachelor's degree in Science and Communication or Candidates with B.Ed or would be preferred.

Work Experience: A minimum one year of experience in programme management.

Languages: English is the working language. For the post advertised, fluency in oral and written English and Hindi is a must.

Computer Savvy: Excellent computer skills (Microsoft Office (word and excel is must), email, internet (conversant with social media is must)) are required.

Contract Condition: Once selected the candidate will undergo three-months training period, if proved their mettle, he/she will be put on a one - year contract period with annual renewal based on annual performance. After appointment the candidate should be willing to undergo training at Delhi and be ready to work on site thereafter.

Age: 21 to 28

Remuneration: Initial appointment will be as a Trainee for three months with a remuneration of Rs. 20,000/- per month. After satisfactory performance, the candidate will be appointed as Program Assistant at Rs. 28,000/- per month CTS.

Interested candidates should send the application with complete bio-data on or before 27th April 2021, giving two references.

Please send soft copy of your application to:

Email: hr@bnhs.org and copy to s.madan@bnhs.org

To,

The HR Dept.

Bombay Natural History Society,

Hornbill House, Shaheed Bhagat Singh Road,

Opp. Lion Gate,

Mumbai – 400 001.

Tel. 022-22821811.