



### **Vacancy: Education Officer (No.1)**

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

Requires Education Officer. Position: 01

**Work place** – BNHS, CEC at Asola Bhatti Wildlife Sanctuary, Delhi. Preference will be given to candidates from the National Capital Region.

**Qualification:** M.Sc. in Environmental Science /Life Sciences / Zoology / Botany / etc.  
*Candidates with B.Ed or M.Ed would be preferred.*

**Age:** No bar

**Desirables:** Two year experience in similar position is desirable. Good physical health is essential. Knowledge of local language is a must.

**Remuneration:** Initial appointment will be as a Trainee Education Officer for six months with a remuneration of Rs. 27,000/- per month. After satisfactory performance, the candidate will be appointed as Education Officer at Rs. 38,000/- per month CTS.

### **Job profile:**

1. To design, promote, manage, implement and evaluate environment programmes/modules for academic institutions, government sectors, local communities and general public.
2. To conceptualize, design and develop educational materials that are supportive to programmes as well as contribute to educational resources of the center.
3. To develop content for education material in local languages.
4. To develop thematic programs based around Eco day celebration, citizen science and community engagement, Aravalli plants and nursery development.
5. To implement project related activities and prepare timeline for deliverables.
6. To promote programmes through print and electronic media.
7. To visit schools and colleges on periodic basis.
8. To ensure update and marketing of social media accounts.
9. To write programme reports for major events.
10. To prepare press releases.
11. To develop periodic activity reports and annual plans.
12. To develop programme budgets and request for advances.
13. To co-ordinate with volunteers and interns.
14. To assist Program Manager in implementation of education programmes and projects.
15. To carry out programme related communication and maintain the nursery.

16. To prepare periodic programme expenditure statements.
17. To carry out photo documentation of events / flora and fauna.
18. To take care of educational resources, installations and exhibits and nursery.
19. To attend promotional exhibitions.
20. To attend workshops, seminars and conferences for professional development.
21. To conduct surveys and research.
22. To prepare reports of survey and research.
23. To manage team members for project.
24. To coordinate with funders.
25. To prepare fund raising workshop and proposal.
26. To bring new ideas for educational programs.
27. To conduct short courses on biodiversity.
28. To prepare study material on nursery development.

### **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.

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

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

**Contract Condition:** Once selected the candidate will undergo six month 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.

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

Please send soft copy of your application to:

Email: [hr@bnhs.org](mailto:hr@bnhs.org) and copy to [s.madan@bnhs.org](mailto: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.