Bombay Natural History Society (BNHS)

Requires

Data Entry Operator for EIACP Programme Centre at Mumbai

About BNHS and the EIAC Programme: The BNHS-India, a premier environmental organization engaged in conservation of nature, research in natural history/wildlife and requires a Data Entry Operator for its Environmental Information Awareness Capacity Building and Livelihood Programme (EIACP), Programme Centre (PC), Resource Partner (RP), on Avian Ecology at the Bombay Natural History (BNHS-EIACP), Mumbai.

Educational Qualification
Graduation in any subject, preferably science

Desirable: Candidates with an Arts/Commerce/Science background, interest in ornithology (Birds), and proficiency in database management.
Preference will be given to Mumbai/Mumbai Suburban/Thane/ Palghar District-based candidates.

No. of vacancies : 1 (One)
Location of Placement: Hornbill House, Mumbai.

Duties and responsibilities:
To assist the Programme Officer in the overall coordination of the BNHS-EIACP project in
1. Database development
2. Reply to subject-specific (avian ecology) queries.
3. Occasional field work, assist in arrangements of school and awareness events, help in office work
4. any other work assigned from time to time

Reporting to: Project coordinator via Programme Officer

Salary : Rs. 16,000/- per month CTS
Age Limit : Below 35 years.
Tenure : Initially for 01 year and renewable based on Project requirements

General Instructions:

1. Interested candidates can send their application via email or post with a detailed CV in the attached format on or before 5th April 2024 by giving two references to the HR Dept. Bombay Natural History Society, Hornbill House, Shaheed Bhagat Singh Road, Opp. Lion Gate, Mumbai – 400001 Tel. 22821811. Email: cv.hr@bnhs.org

2. BNHS reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

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