

Head – HR & Administration

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to conserving flora and fauna, is seeking a 'Head – HR & Administration' to manage all Human Resources functions, oversee administration, ensure legal and statutory compliance, and provide efficient support services to all departments. The Head will ensure that all HR and administrative support functions operate efficiently, transparently and in alignment with BNHS's conservation and scientific objectives.

Job Specification for Head – HR & Administration: The 'Head – HR & Administration' will be responsible for developing and integrating BNHS's HR policies, overseeing talent acquisition and retention, managing all administrative and logistical support, handling infrastructure/facilities, and ensuring strict adherence to all statutory and labor laws. The Head – HR & Administration ensures all HR and admin systems work smoothly, supports the Director in managing the staff and workplace, and contributes to delivering the Society's long-term conservation goals with efficiency, accountability, and fairness. (Candidates preferably from Mumbai)

Essential and Desirable qualifications are as follows:

1	Name of Position	Head – HR & Administration
2	Emoluments	INR ₹1,25,000/- per month. plus, Personal Accident Policy <i>A higher start can be considered for a candidate with work experience more aligned with the specific requirement of the BNHS.</i>
3	Duration	Two-years contract (extendable with long-term scope)
4	Experience	HR, Administration, Legal/Statutory Compliance Leadership (8-10 Years)
5	Location	Hornbill House, Mumbai (We do not allow work from home or remote work)
6	Type of engagement	Contract Based
7	Essential Qualification	Master's degree (Postgraduate) in Human Resource Management, Business Administration, Labour Law, or a related field. Desirable Experience: 8–10 years of senior leadership experience overseeing core HR, administrative, and compliance functions, preferably in NGOs or large institutions. - Expertise in statutory compliance, labor law, HR policy formulation, and performance management systems. - Strong knowledge of operational best practices, facilities management, and internal HR controls. - Proven skills in talent management, conflict resolution, team leadership, and capacity building across diverse teams. - Excellent communication and coordination abilities to assist the Director and manage staff/stakeholders.
8	Key Responsibilities	The major duties and responsibilities: 1. Oversee and manage the full employee life cycle, including recruitment, on-boarding, performance appraisal, and exit formalities. 2. Ensure strict compliance with all local, state, and national labour laws and statutory requirements. 3. Manage day-to-day administration, office logistics, infrastructure, and facility maintenance. 4. Develop, implement, and communicate all HR policies, procedures, and employee handbooks. 5. Review and approve administrative contracts and procurement, ensuring cost-effectiveness and transparency. 6. Provide strategic support to the Director on organizational development, employee welfare, and capacity building. 7. Internal departmental coordination, liaison with government agencies, and managing external vendors.
9	Age Limit	Upto 50 Years

Note: While submitting the application, advertisement no. (Advt. No.27/2025) is to be mentioned in subject line.

General Instructions

1. Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg: **27/2025- Application for the post of Head – HR & Administration** and email the completely filled in application on: cv.hr@bnhs.org, director@bnhs.org

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

Application for the post of Head – HR & Administration

Space for
photograph

- Name in full (in BLOCK letters) :
- Date of Birth :
- Nationality :
- Father's /Husband's name :
- Address for correspondence including :

- Mobile & Email :

- Educational / Professional Qualifications from **Matriculation onwards**

Sr. No.	Examination passed	Year	Board/University	Subject	Marks Obtained

Details of previous employment, if any

Sr. No.	Name of the post	Name of the Institution/organization, full address	Pay scale/Fellowship	Duration		Title of work/nature of experience
				To	From	

- Title of Dissertation/ Thesis (Post Graduate) if any:
- Extra-Curricular Activities:
- Technical Qualifications:
- Highlight the key reasons why you believe you are well-suited for this position and how your qualifications align with the requirements of the role (information to be provided for point 1 to 8 mentioned in the JD in 1000 words-attach separate sheet):
- Name addresses contact details of reference who can speak about you in detail (other than family members):

1. Reference 1:

2. Reference 2:

- Any other relevant information

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

Place:

Applicant's signature with date