Junior IT Officer

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to the conservation of flora and fauna, is seeking a qualified professional to join its IT department. The Junior IT Officer is required to support BNHS IT operations including IT infrastructure maintenance, website and CMS management, Google Workspace and cloud support, digitization of documents, cybersecurity support, and providing IT assistance to departments and projects. This position offers a unique opportunity to contribute to the organization's technological backbone in support of conservation.

Job Specification for Junior IT Officer: The selected person will be responsible for executing day to day technical operations, managing the BNHS IT systems, and providing onsite or remote assistance in coordination with the team. The role involves working independently and as part of a team to ensure smooth internal communication and data safety across the organization.

Essential and Desirable qualifications are as follows:

1	**Name of Position**	Junior IT Officer
2	**Emoluments**	**INR 25,000/- per month,** plus Personal Accident Policy. (Based on experience)
3	**Duration**	Initially for **one year**, extendable based on performance.
4	**Experience**	Prior experience in IT troubleshooting, networking, and system administration.
5	**Location**	Hornbill House, Mumbai
6	**Type of engagement**	Contract Based
7	**Essential Qualification**	B.Sc. in IT, Computer Science, BCA, or related disciplines. **Desirable Experience:** - Familiarity with CMS/website management (WordPress) and Google Workspace. - Knowledge of cybersecurity basics, firewalls, and data safety. - Strong documentation, indexing, and communication skills. - Experience in digitization, documentation, and IT asset management. **Other Requirements:** - Willingness to provide onsite and remote IT support, including during events, trainings, and workshops. - Willingness to learn new tools, platforms, and systems as per organisational needs. - Readiness to coordinate with external vendors and service providers.
8	**Key Responsibilities**	The major duties and responsibilities: **Infrastructure:** Maintain and troubleshoot hardware, networks, and internal communication systems. **Web Management:** Update websites, manage CMS, backups, and vendor coordination. **Cloud Services:** Administer Google Workspace and organize secure cloud storage. **Digitization:** Manage document scanning, indexing, and cloud access control. **Security:** Implement antivirus, firewalls, and data safety protocols. **Project Support:** Provide IT assistance for workshops, webinars, and field teams. **Procurement**: Coordinate IT purchases, licensing, and asset inventory
9	**Age Limit**	**Up to 30 Years**

(Note: While submitting the application, advertisement no. (Advt. No. 02/2026) 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: **'02/2026 - Application for the post of Junior IT Officer'** 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 Junior IT Officer

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photograph

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- 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 this engagement.

Place: **Applicant's signature with date**