

**Academic Coordinator**

The Bombay Natural History Society (BNHS), established in 1883, is one of India's oldest and most prestigious environmental organizations. For over 140 years, BNHS has been at the forefront of nature conservation, wildlife research, and the study of natural history in India. With a strong legacy in conservation and scientific research, BNHS continues to play a vital role in protecting the country's biodiversity.

BNHS invites applications for the following position for **Academic Coordinator in Hornbill House, Mumbai** and the details about the post, pay, academic qualifications, nature of duties, etc. are given below:

Essential and Desirable qualifications are as follows:

1.	<b>Positions</b>	<b>Academic Coordinator</b>
2.	<b>Posting at</b>	Selected candidates will be posted in Hornbill House, Mumbai
3.	<b>Emoluments</b>	40,000, Negotiable based on experience
4.	<b>Duration</b>	Initially for 01 year and renewable will be performance based and project requirement
5.	<b>Type of engagement</b>	On contractual basis
6.	<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• Master's degree in Environmental Science / Life Sciences / Zoology / Botany / or allied disciplines.</li> <li>• Strong communication and writing skills in English; fluency in Marathi and Hindi is desirable.</li> <li>• Proven experience in academic coordination, training programs, or institutional collaborations.</li> </ul>
7.	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate BNHS's University Studies Department and academic collaborations.</li> <li>• Manage internship programs and guide students in conservation-related projects.</li> <li>• Facilitate MoUs and collaborations with universities, research institutions, and government bodies.</li> <li>• Design and implement training and capacity-building programs for diverse Stakeholders.</li> <li>• Develop academic content, modules, and outreach material aligned with BNHS's conservation mission.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure smooth administration of academic activities and maintain institutional records.</li> <li>• Experience in networking with academic institutions, NGOs, and government departments.</li> <li>• Drafting and implementing MoUs with universities and partner institutions.</li> <li>• Organising training workshops, certificate courses, and capacity-building programs.</li> <li>• Designing and managing internship programs for students.</li> <li>• Administrative skills, including record-keeping, reporting, and program monitoring.</li> </ul>
8	<b>Age Limit</b>	<b>25 to 40 years</b>

**General Instructions:**

1. Interested candidates can send their application in the format attached along with a detailed CV, by **30<sup>th</sup> June, 2026**, 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. **001/25 - Application for the post of Academic Coordinator** and email the completely filled in application on: [cv.hr@bnhs.org](mailto:cv.hr@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 Academic Coordinator

- 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

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

Details of previous employment, if an

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:

- List of Publications:
- Name addresses contact details of three referees:
- 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**