

HR Executive

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to conserving flora and fauna, is seeking an 'HR Executive' to manage all Human Resources functions, ensure legal and statutory compliance, and provide efficient support services to all departments.

The Bombay Natural History Society, India's oldest NGO engaged in the conservation of Flora and fauna, seeks an enthusiastic individual passionate about nature conservation. The work will involve operational work and policy-making.

Job Specification for HR Executive: The HR Executive 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 labour laws.

The HR Executive 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	HR Executive
2	Emoluments	Rs. 50,000 CTS per month, plus a personal accident policy
3	Duration	Initially for one year (performance -based), extendable.
4	Location	Hornbill House, Mumbai (We do not allow work from home or remote work)
5	Type of engagement	Contract Based
6	Essential Qualification	- Graduate in any discipline from a recognised university. - Candidates should have 2 years of Experience in the HR Department of any limited Company/NGO. - Expertise in statutory compliance, labour 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.
7	Knowledge & Skills	- Excellent Communication, presentation skills, interpersonal skills, negotiation, Time Management, Planning and execution, Ability to work on own initiative. - IT Skills, including a working knowledge of Microsoft Office Word, Excel, and PowerPoint. Proficiency in HRMTHREAD and HRMS Software and attendance-related software.
8	Key Responsibilities	- Manpower Planning, recruitment, and talent acquisition. - Joining formalities, including: - Issuing the employee's identity card and documents related to the appointment. - Entering information about the new employee in the Employer's Provident Fund Portal. - Generating UAN Numbers and KYC updating of the Employees. - Entering the Employee details in the Employee package - Entering and maintaining the employee's attendance record in the Employee package. - Creating Masters in the Employee package. - Maintaining employees' salaries in HR Payroll software. - Coordinating with the Accounts Department for monthly salary processing. - Keeping track of extensions of Contract/ professional contract of employees. - Sending Contract extension approval sheet to the Principal Investigator/Head of the Department, and processing the same upon receiving their consent. - Dealing with employee disciplinary matters. - File Maintenance and office records as per procedure.

		• Liaising with different departments and field staff. • Other HR- related work such as preparing KPAs, Increment Sheets, and performance appraisal forms/salary fitment, etc. • Update staff performance and monitor their progress. • Staff training
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Note: While submitting the application, mention the advertisement no. (Advt. No. 034/2026) in the 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, e.g. **034/2026- Application for the post of HR Executive** and email the filled-in application to: cv.hr@bnhs.org and 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 HR Executive

Space for

Photograph

- I. Name in full (in BLOCK letters):
- II. Date of Birth:
- III. Nationality:
- IV. Father's /Husband's name:
- V. Address for correspondence including:
- VI. 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
				From	To	

Title of Dissertation/ Thesis (Post Graduate), if any:

Extra-Curricular Activities:

Technical Qualifications:

List of Publications:

Name, addresses, and 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