



Vacancy: Education Officer (No.1)

Code: BNHS/Adv/06 (for google form)

*BNHS announce following vacancy for its Conservation Education Centre at Delhi. Interested candidates may send their application via **google form** along with a detailed CV giving two references on or before 26th January 2023.*

Google Form Link –

https://docs.google.com/forms/d/e/1FAIpQLSczkAH4lc8NjIWzxabkYYse9Rqb2cZNUL7Nmy5GvyNkeeSp9g/viewform?usp=sf_link

Note: Kindly add Vacancy Code mentioned in the point one in the google form. One form for one post. You can apply for multiple positions, However, application for each position has to be made separately.

Visit BNHS website to know more about our programs <https://www.bnhs.org/>. Tel: 022-22821811.

Positions: 01

Work place – Conservation Education Center - Delhi.

Qualification: Masters in Environmental Science / Life Sciences / Zoology / Botany / or similar qualification. Excellent communication and writing skills are essential. Fluent knowledge of English and Hindi is a must.

Age: 22 to 36 years

Desirables: Minimum two-year's experience in similar position is desirable. Good physical and mental health is essential. Good knowledge of the natural history and local flora and fauna of the region. Good knowledge of the natural history and local flora and fauna of the region. A strong background in grant writing, GIS and conducting biodiversity surveys is essential. Ability to work collaboratively with colleagues to achieve organizational goals.

Remuneration: Initial appointment will be as an Education Officer for six months with a remuneration of Rs. 34,000 /- per month.

Job profile:

1. To design, promote, manage, implement and evaluate environment programs/modules for academic institutions, government sectors, local communities and general public.

2. To conceptualize, design and develop educational materials that are supportive to programs as well as contribute to educational resources of the center.
3. To design content for education material in local languages
4. To develop thematic programs based around Eco day celebration, citizen science and community engagement.
5. To implement project related activities and prepare timeline for deliverables.
6. To promote programs through print and electronic media.
7. To visit schools and colleges on periodic basis.
8. To write program reports for major events.
9. To prepare press releases.
10. To develop periodic activity reports and annual plans
11. To develop program budgets and request for advances.
12. To co-ordinate with volunteers and interns.
13. To assist Program Manager in implementation of education program and projects.
14. To prepare periodic program expenditure statements.
15. To carry out photo documentation of events / flora and fauna.
16. To attend workshops, seminars and conferences for professional development.

Core competencies required:

Professionalism: Working experience of nature education. Good data mining skills, and ability to rapidly analyze and integrate diverse information from varied sources.

Communication: Good written and verbal communication skills, Internet Communication Technology (ICT) skills are must.

Planning and organizing: Proven ability to plan and organize work, Ability to integrate the education administration and accounts work.

Teamwork: Ability to work collaboratively with colleagues to achieve organizational goals; Ability to maintain effective working relations with volunteers and visitors.

Commitment: The job demands good amount of commitment as it involves working on weekends/public holidays sometimes.

Languages: English is the working language. For the post advertised, fluency in oral and written English and Hindi is required.

Computer Savvy: Excellent computer skills - Microsoft Office (word and excel is must), email, internet (conversant with social media) is required. Should have a good hand in data analysis.

Contract Condition: Once selected the candidate will undergo six-month probation period, if proved their mettle, he/she will be put on a three-year contract period with annual renewal based on annual performance. After appointment the candidate should be willing to undergo training at Delhi or Bhagalpur and be ready to work on site thereafter.