



Vacancy: Education Assistant (No.1)

Code: BNHS/Adv/05 (for google form)

*BNHS announce following vacancy for its Conservation Education Centre at Bihar Mobile Education Unit. 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.

Requires **Education Assistant**. Position: 01

Work place – BNHS, Bihar Centre at Bhagalpur. Preference will be given to candidates from the state of Bihar, especially Bhagalpur and the adjoining areas.

Qualification: M.Sc. in Environmental Science /Life Sciences / Zoology / Botany / Wildlife Biology or similar qualifications.

Age: 22 to 26 years

Desirables: One year experience in similar position is desirable. Good physical and mental health is essential. He/she should know how to multi-task when needed. Knowledge of local language is essential.

Remuneration: Initial appointment will be as an Education Assistant for six months with a remuneration of Rs.19,000/- per month.

Job profile:

1. To assist in 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 develop content for education material in local languages
4. To assist the team in developing 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 ensure update of social media account.
9. To assist in write program reports for major events.
10. To prepare press releases.
11. To develop periodic activity reports and annual plans.
12. To develop program budgets and request for advances.
13. To co-ordinate with volunteers and interns.
14. To assist Program Manager in implementation of education program and projects
15. To prepare periodic program expenditure statements
16. To carry out photo documentation of events / flora and fauna
17. To take care of educational resources, installations and exhibits and mobile unit.
18. To attend promotional exhibitions whenever needed.
19. To attend workshops, seminars and conferences for professional development.
20. To liaison with the Education officers of CEC-Delhi.

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, canva, Google Earth pro, internet (conversant with social media) are required.

Contract Condition: Once selected the candidate will undergo six-month training period, if proved their mettle, he/she will be put on a two-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.