



### Senior Education Officer (Advt. No. 003/25)

The Bombay Natural History Society, Mumbai India's premier environmental organization engaged in conservation of nature, research in natural history/wildlife, since 1883, BNHS announces the following vacancy for its **Conservation Education Centre (CEC) in Mumbai, Maharashtra.**

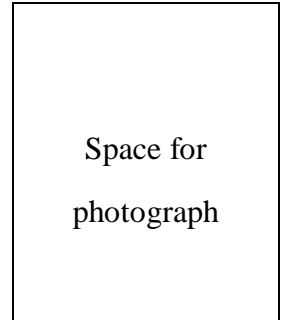
Essential and Desirable qualifications are as follows:

1.	<b>Positions</b>	<b>Senior Education Officer (01 nos.)</b>
2.	<b>Emoluments</b>	Negotiable based on experience
3.	<b>Duration</b>	Initially for 01 year and renewable will be performance based and project requirement
4.	<b>Type of engagement</b>	On contractual basis
5.	<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>Masters in Environmental Science / Life Sciences / Zoology / Botany / or similar qualification. Excellent communication and writing skills are essential.</li> <li>Fluent knowledge of Marathi, English and Hindi is necessary.</li> </ul>
6.	<b>Job Profile</b>	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>To design and implement project related to biodiversity.</li> </ul> <p><b>Nature Education</b></p> <ul style="list-style-type: none"> <li>Ensure that exiting conservation educational modules/projects/correspondence courses catering to various target audiences in Mumbai are undertaken successfully through (nature trails, presentations, workshops, nature camps, courses, etc.)</li> <li>Design Conservation education programs for underprivileged students, corporates, professionals, journalists, NGOs, etc. in Mumbai.</li> </ul> <p><b>Content Development</b></p> <ul style="list-style-type: none"> <li>Create new Conservation Education modules, PPTs, themes, assignments, techniques &amp; other educational material.</li> </ul> <p><b>Administrative Supervision</b></p> <ul style="list-style-type: none"> <li>Check/verify various registers, statements, advances.</li> <li>Supervise purchase of consumables/assets as per budget provisions and maintain databases and ensure its safekeeping.</li> <li>Use existing resources/tools effectively, develop more where required.</li> <li>Initiate/ encourage holistic/eco- friendly practices in various tasks/activities.</li> </ul> <p><b>Networking/Publicity/ Fund Raising</b></p> <ul style="list-style-type: none"> <li>Visit/Call/Email educational institutes/ corporates/ forest department to promote/present CEC offerings and explore tie-up/ collaboration opportunities.</li> <li>Write concept notes/proposals to corporates/donors to meet various funding requirements through HR/CSR funds.</li> <li>Interact with forest departments, government departments for official/promotional purposes.</li> </ul>
7.	<b>Age Limit</b>	<b>25 to 40 years</b>
8.	<b>Other</b>	Selected candidates will be posted in Mumbai, Maharashtra.

#### General Instructions:

- 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. **003/25 - Application for the post of Senior Education Officer** and email the completely filled in application on: [cv.hr@bnhs.org](mailto:cv.hr@bnhs.org).
- BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.

**Application for the post of Senior Education Officer**



- 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 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**