• **Manager - Grants Programme**  
  Location: Noida, Uttar Pradesh  
  Full-time Position  
  Last Date to Apply: 31st March 2020

• **Executive - Grants Programme**  
  Location: Noida, Uttar Pradesh  
  Full-time Position  
  Last Date to Apply: 31st March 2020

• **Manager / Coordinator - On-ground Initiatives**  
  Location: Noida, Uttar Pradesh  
  Full-time Position  
  Last Date to Apply: 30th March 2020

Before applying, please read the job descriptions and qualifications detailed in the following pages.

To apply please send your updated CV along with an appropriate cover letter to [anamikabhowmick@shivnadarfoundation.org](mailto:anamikabhowmick@shivnadarfoundation.org) with the position you wish to apply for mentioned in the subject line.
Designation: Manager – Grants Programme
Location: Noida, Uttar Pradesh

Job Responsibilities:
- Administration, management and monitoring of The Habitats Trust’s annual Grants Programme.
- Coordinating with partners and implementation the Grants Programme.
- Evaluation, reporting and financial audits of grant recipients.
- Providing information and support to grant recipients for on-ground implementation.
- Building and maintaining relationships with sector specialists and experts to generate partnership avenues.
- Development and implementation of long term vision for the programme.
- Working with the team and supporting the implementation of the Trust’s other programmes when required.

Qualifications:
- The candidate must have at least 4 years of experience in the field of wildlife or conservation programme management.
- The candidate must hold at least an undergraduate degree.
- The candidate must have strong grasp of Microsoft Office, in particular Excel and PowerPoint.
- The candidate should have good communication, presentation and public speaking skills.
- The candidate should have good team management and team-working skills.
- The candidate should have the ability to make recommendations and work independently on projects.
- The candidate must have a keen interest in conservation issues, and good knowledge of wildlife, biodiversity and best practices.
**EXECUTIVE GRANTS PROGRAMME**

**Designation:** Executive – Grants Programme  
**Location:** Noida, Uttar Pradesh

**Job Responsibilities:**
- Implementation and monitoring of The Habitats Trust’s annual Grants Programme.  
- Coordinating with partners and logistical support for the Grants Programme.  
- Evaluation, reporting and coordination with grant recipients.  
- Providing information and support to grant recipients for on-ground implementation.  
- Building and maintaining relationships with the Trust’s stakeholders and supporters  
- Working with the team and supporting the implementation of the Trust’s other programmes when required.

**Qualifications:**
- The candidate must have experience working in the social sector or relevant degree in the field of conservation.  
- The candidate must hold at least an undergraduate degree.  
- The candidate must have strong grasp of Microsoft Office, in particular Excel and PowerPoint.  
- The candidate should have good and team-working skills.  
- The candidate must have a keen interest in conservation issues.
Designation: Manager / Coordinator – On-ground Initiatives

Location: Noida, Uttar Pradesh

Job Responsibilities:
- Development and management of The Habitats Trust’s on-ground initiatives, with particular focus on Uttar Pradesh.
- Developing framework of project scope and particulars i.e. timelines, financials, outcomes, etc.
- Implementing monitoring and evaluation frameworks and providing regular reports on projects.
- Coordinating with field team and conducting regular field visits to project sites.
- Building and maintaining relationships with the Trust’s partners and stakeholders.
- Providing information and support to stakeholders at every level.
- Management of organisational resources and assets.
- Working with the team and supporting the implementation of the Trust’s other programmes when required.

Qualifications:
- The candidate must hold at least an undergraduate degree.
- The candidate must have at least 3-4 years of experience in the field of wildlife or environment conservation management.
- The candidate must have strong grasp of Microsoft Office, in particular Excel and PowerPoint.
- The candidate should have good communication and presentation skills.
- The candidate should have strong team management and team-working skills.
- The candidate should have the ability to make recommendations and work independently on projects.
- The candidate must have a keen interest in conservation issues, and good knowledge of wildlife, biodiversity and best practices.