

# JOB OPENINGS

MAY 2020

- **Executive - Grants Programme**  
Location: Noida, Uttar Pradesh  
Full-time Position  
Last Date to Apply: 31<sup>st</sup> May 2020
- **Coordinator - Outreach & Communications**  
Location: Noida, Uttar Pradesh  
Full-time Position  
Last Date to Apply: 31<sup>st</sup> May 2020
- **Coordinator - Technology for Conservation**  
Location: Noida, Uttar Pradesh  
Full-time Position  
Last Date to Apply: 31<sup>st</sup> May 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 [thehabitatstrust@hcl.com](mailto:thehabitatstrust@hcl.com), cc: [anamikabhowmick@shivnadarfoundation.org](mailto:anamikabhowmick@shivnadarfoundation.org) with the position you wish to apply for mentioned in the subject line.

# 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 team-working skills.
- The candidate must have a keen interest in conservation issues.

# COORDINATOR

## OUTREACH & COMMUNICATIONS

**Designation:** Coordinator – Outreach & Communications

**Location:** Noida, Uttar Pradesh

### **Job Responsibilities:**

- Management and campaign curation for The Habitats Trust’s social media platforms.
- Development of online engagement content including blogs, videos, etc.
- Development of offline content including annual reports, publications, newsletters, etc.
- Regular maintenance and updating of The Habitats Trust website.
- Engaging resource persons for specialised content development on biodiversity and conservation issues.
- Working with the team and supporting the implementation of the Trust’s other programmes when required.

### **Qualifications:**

- The candidate must have at least 3 years of experience in the field of social media management and content development.
- The candidate must hold at least an undergraduate degree.
- The candidate must have a strong understanding of social media platforms.
- The candidate should have excellent communication and writing 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.

# COORDINATOR

## TECHNOLOGY FOR CONSERVATION

**Designation:** Manager / Coordinator – On-ground Initiatives

**Location:** Noida, Uttar Pradesh

### **Job Responsibilities:**

- Development and implementation of technological initiatives for the benefit of on-ground conservation.
- Ideation and management of The Habitats Trust's Technology for Conservation vertical.
- Engaging tech developers to execute envisioned projects.
- Coordinating and working with on-ground partners for deployment of technology.
- Researching and staying up to date with current and emerging technology.
- Working with the team and supporting the implementation of the Trust's other programmes when required.

### **Qualifications:**

- The candidate must have at least 3 years of experience in the field of technology development and implementation.
- The candidate must hold a relevant degree.
- The candidate must have a strong understanding of coding and programming, and an aptitude for innovation.
- 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.