

JOB DESCRIPTION
FOR
Manager Harit at HCLFoundation, Noida

HCLFoundation invites applications for the Manager position under its flagship programme Harit by HCLFoundation

Vacancy released by	HCLFoundation
Vacancy code	HCLF/JD/HAR/MAN/NOI/05082024
Programme name	Harit by HCLFoundation
Date of posting	09/08/2024
Last date for submission	30/08/2024
Location	Noida, Uttar Pradesh
No. of positions	One

About HCLFoundation:

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programmes and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programmes. HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihood, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programmes, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit - (Environment Action) and four special initiatives of Power of One, Sports for Change, Academy and My E-Haat. For more details, please visit our website – <https://www.hclfoundation.org/>

Vision

To be the source code for sustainable socio-economic and environmental development.

Mission

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders,

while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

HCLFoundation Video – https://youtu.be/DKlwtWG_zJQ

Harit Video – <https://youtu.be/O8YPCjdGayU>

Harit by HCLFoundation

HCLFoundation launched Harit – The Green Initiative a distinct flagship programme for Environment Action; with the vision 'to conserve, restore and enhance indigenous environmental systems and respond to climate change in a sustainable manner through community engagement'. Throughout the process, HCL Harit ensures at building scalable and replicable models that are economically viable, socially acceptable, environmentally sustainable, holistic, and inclusive. All these interventions follow 'Participatory and Convergent Approach' in attaining the desired results towards UN SDG goals aligned to the National Indicator Framework for SDG. Operational in eleven States – Uttar Pradesh, Tamil Nadu, Karnataka, Maharashtra, Andhra Pradesh, Odisha, West Bengal, Uttarakhand, Telangana, Rajasthan, Madhya Pradesh, Harit is building sustainable and inclusive models towards:

- A flourishing biodiversity, green cover and building climate resilience through afforestation.
- An abundance of water resources through rejuvenating vanishing waterbodies.
- A thriving coastal and marine habitat by habitat restoration initiatives.
- A better life for animals by improving human animal relationships and addressing animal welfare inside community areas.
- Cleaner air through reducing and neutralizing CO₂ emissions.
- Protecting and preserving the environment through education, community stewardship and participation.

Till now, HCLFoundation has planted 822,000+ saplings on 233+ acres area across India. Around 124+ waterbodies are being rejuvenated with an increased water holding capacity of 6,000+ Mn Liters. Through the afforestation and carbon reduction initiatives, we have been able to sequester/ reduce emission to 6500+ tons of CO₂e. We worked towards improvement of coastal habitats planting more than 8,20,000+ Mangrove and Shelter belt saplings and around 1,20,000+ Kgs of ghost nets were retrieved from coastal waters. We have been able to treat 79,000+ domestic animals and around 7,500+ wild animals through our Animal Welfare vertical. Through our outreach and environment education programme we have been able to reach out to 17,900+ people pan India.

VACANCY DETAILS

Manager – Harit at HCLFoundation

Location: Noida

Under the leadership of the Director – HCLFoundation and Project Director Harit, the assigned personnel will be responsible for planning, strategizing and monitoring of various Environment related projects of HCLFoundation under Harit and Global Environment Programming. The incumbent will be responsible for coordinating and implementation of such projects and providing technical inputs in developing, reviewing and adding value to the strategies. The incumbent will report to the Project Director, Harit by HCLFoundation or the personnel assigned by him/her.

Requirements

Technical expertise

- Should have experience in projects related to Climate Action
- Should have experience of managing Funds/Grants and managing key partnerships
- Should have experience in M&E of Climate Action projects/ Grants
- Should have good understanding of Global Environment Frameworks and Multilateral Environment Agreements (MEAs)
- Experience of working on global environment projects/ Organisations (desirable)

Roles and responsibilities

- Monitor and support in effective monitoring of the project(s) deliverables in line with the larger strategy and framework of HCLFoundation
- Results-oriented with solid experience in creative project monitoring, working closely with both internal team and third party agencies
- Regular review of programmatic, financial and compliance reports and data submitted by partners quarterly and provide suitable constructive feedback, if any
- Consolidate and represent data for Annual Report, presentations, Management Meetings, ESG reporting, etc
- Compile, collate, analyze and share all Global CSR related inputs/data for reporting, and research
- Regular coordination with Global Teams on the project related monitoring
- Perform other relevant duties as assigned by the Director
- Coordinate with different teams at HCLFoundation for smooth project monitoring.

- Assist in development of various awareness and communication campaigns for areas related to environment
- Prepare activities and events calendar for CSR activities
- Provide necessary support to the internal & external communications teams
- To represent HCLFoundation in various national and international forums
- Develop and maintain contacts with emerging strategic players for impact scaling up in local geographies

Other Attributes:

Education: Master's Degree in Environment, or related field. International degree (desirable)

Experience: Min. 8-10 years of experience in project and/or Grant management. Experience with MRV of Environment related projects, ESG and Sustainability is desirable. Experience of handling global environment projects will be an added advantage.

Management & Organizational skills: Well organized and able to coordinate a wide range of concurrent activities, prioritizing workload effectively to meet deadlines. Self-motivation to act independently and also to work collaboratively in a team. Flexible and adaptable to respond to changing circumstances.

Communication skills: Ability to communicate and network well and collaborate/ liaise with other stakeholders including Government stakeholders and HCL Global Teams.

Language efficiency:

Fluency in English language is essential.

Remuneration:

Consultancy commensurate with experience and qualifications

Child Safeguarding:

HCLFoundation holds us accountable to children. Adherence to comply with HCLFoundation's Child Protection Policy and procedures with respect to child safeguarding is non-negotiable. A range of pre-employment checks can be undertaken in conformity with HCLFoundation's Child Protection Policy.

How to apply:

1. Please submit your CV and Cover Letter with

HCLFoundation

- Email subject line: Position Name
 - File name: (Candidate's name_CV)
 - File name: (Candidate's name_CoverLetter))
2. Send your application to ssanthosh.kumar@hcltech.com, marking a copy to priyanka.mishra@hcltech.com latest by **30th August 2024**.
 3. Kindly note that only shortlisted candidates will be contacted.
 4. Kindly note that incomplete and general applications will be rejected.

HCLFoundation is an Equal Opportunity Employer and promote culture of inclusivity. We would encourage females, people with disabilities, people with different gender identities and all orientations to apply.