

JOB DESCRIPTION

FOR

Programme Officer/Senior Programme Officer – Environment Education

HCLFoundation Invites applications for the post of Programme Officer/Senior Programme Officer - Environment Education under its flagship programme Harit by HCLFoundation

Vacancy released by	HCL Foundation
Vacancy code	HCLF/JD/HAR/EE/MUL/22102025
Programme	Harit by HCLFoundation
Date of posting	22 Oct 2025
Last Date to Apply	10 Nov 2025
Location	Bengaluru, Chennai, Noida

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.

Link to Videos:

HCLFoundation Video – https://youtu.be/DK1wtWG_zIQ

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

1 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 nine States - Uttar Pradesh, Tamil Nadu, Karnataka, Maharashtra, Andhra Pradesh, Odisha, West Bengal, Uttarakhand, Telangana, 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 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+ water bodies 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 DETAIL

Position: Programme Officer/Senior Programme Officer - Environment Education

Location: Noida (1), Chennai (1), Bengaluru (1)

Under the leadership of the Director- HCL Foundation, the assigned personnel will be responsible for planning, strategizing and monitoring of the various Environment Education related projects of HCLFoundation under Harit. 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, HCL Harit or the personnel assigned by her/him.

1. The assigned personnel will be responsible for:

1.1 Project and Partner Management

- **Project and Partner Management** - Organizes activities and other public events. Ability to create presentations, initiates communications with strategically targeted groups. Results-oriented with solid experience in creative project planning, managing budgets, developing and managing resources, working closely with both internal team and third party agencies.
- **Monitoring and Evaluation** - Support NGO partners in effective implementation of the project(s) deliverables in line with the larger strategy and framework of HCL Foundation. This will involve frequent field visits.
- **Research** – Conducts baseline and end line study of all environment education projects. Identification of potential environment education interventions as per the relevant needs of the sustainable development goals.
- **Report writing** – Developing technical reports on various Environment education & awareness projects.
- **Analysis** - Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, Time management.
- **Outreach** - Conduct direct sessions on Environment Education and support in Outreach activities.

1.2 Others:

- Developing, managing and monitoring various projects related to Environment Education.
- Developing & supporting environment education projects, activities in line with programme goals.
- Developing high quality technical reports for Environment Education projects
- Perform other relevant duties as assigned by the Director.

1 Attributes and experience:

- **Education:** Master's in Environmental Science/Development Communication/Social Sciences/ or any other related field
- **Experience:** Minimum 3-5 years of experience in environment/report writing related projects. Experience with CSR project implementation is an added advantage.
- **Technical report writing:** Technical report writing and documentation of Environment education projects.

2 Remuneration:

Salary in commensurate with experience.

3 Child Safeguarding

We hold ourselves 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.

- 4 How to apply:
 1. Please submit your updated CV with a Cover Letter following-
 - Email subject line: Position Name_ Environment Education_ (Insert your name)
 - CV File name: (Candidate's name_CV)
 - Cover letter file name: (Candidate's name_CoverLetter)
 2. Send your application to chandralekha.r@hcltech.com and with ssanthosh.kumar@hcltech.com and priyanka.mishra@hcltech.com in cc, latest by **10 Nov 2025**.

Kindly note that only shortlisted candidates will be contacted.

HCLFoundation is an Equal Opportunity Employer and promotes a culture of inclusivity. We would prefer females, people with disabilities, people with different gender identities with equal expertise over the application. People with all orientations and identities are encouraged to apply.