

JOB DESCRIPTION

for

Senior Programme Officer/Programme under 'Harit' Flagship Programme

HCLFoundation invites applications for the PO/SPO position under its flagship programme
Harit by HCLFoundation

Vacancy released by	HCLFoundation
Vacancy code	HCLF/JD/HAR-WC/SPO/NOI/07102025
Programme name	Harit by HCLFoundation
Date of posting	October 7, 2025
Last date for submission	October 31, 2025
Location	Noida, Uttar Pradesh
No. of positions	3

About HCLFoundation

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programs 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 programs.

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 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.

Harit by HCLFoundation– The Green Initiative

Harit by HCLFoundation is HCLFoundation's distinct flagship programme for Environment Action. It is a multi-year, ongoing programme, addressing environment, operational in 9 States of India, with multiple long-, mid- and short-term projects under its ambit.

Under this, HCLFoundation is committed towards conservation of environment and the indigenous flora and fauna; with the primary objective to conserve, restore and enhance local ecosystems and respond to climate change in a sustainable manner through community engagement.

Vision

To conserve, restore and enhance indigenous environmental systems and respond to climate change in a sustainable manner through community engagement.

Background – The Environmental Complex

We are interdependent and share the same environment. The pressing issues such as Environmental Degradation and Climate Change are complex, boundary agnostic and are triggered by different drivers; exacerbating environmental risks and leading to deteriorating quality of life and human health. Many a times issues that seem local would require a landscape approach to deal with. World leaders have identified education as a key solution towards sustainable development of countries; as creating a strong link between the environment and the quality of human life is crucial to ensure conservation of environment and natural resources.

Against this context, the '**Harit**' programme(Harit, henceforth) is aimed towards restoring the environmental balance; with the primary objective to conserve, restore and enhance indigenous ecosystems and its services and respond to climate change in a sustainable manner through community engagement. Throughout the process, Harit focuses at building scalable and replicable models that are economically viable, socially acceptable, environmentally sustainable, holistic and inclusive.

An integrated and strategic broader-scale approach to environmental action and conservation enables to bring in stakeholders and partners together to work on a common and shared environment and deal better with both the site-level and wider landscape needs. This

will also enable us to better understand feedback of the interventions, optimize resources and prioritize actions.

Key Intervention Areas

All these interventions under Harit follow a 'Participatory and Convergent Approach' in attaining the desired results towards Sustainable Developmental 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, Rajasthan Harit is building sustainable and inclusive models towards:

- Increase in green cover, carbon sequestration, native biodiversity through afforestation and habitat improvement
- Conservation and rejuvenation of waterbodies through community engagement
- Reduction in CO₂ emissions
- Improvement of Coastal and Marine Habitats for native biodiversity
- Improving lives of stray animals and addressing human animal conflict inside community areas
- Enhancing environment awareness among communities by environment education with the help of innovative tools and techniques

Achievement

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 6,600+ 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 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

Under the leadership of the Director - HCLFoundation, the assigned personnel will be responsible for planning, strategizing and monitoring various Environment related projects of HCLFoundation under Harit. The incumbent will be responsible for coordinating and implementing projects under Harit and providing technical inputs in developing, reviewing, and adding value to the strategies. The incumbent will report to the thematic lead, Harit or the personnel assigned by her/him/them.

Position: Senior Programme officer/Programme officer

Location: Noida (3)

Technical Requirement

- Master's Degree in Environment Management/Environmental Science/Water Management or related field with a minimum 60% across academics (10th, 12th, last semester of UG/PG).
- Relevant 4-5 years of work experience with Water conservation-related projects and field implementation experience will be an additional advantage. (Preferably with NGOs/CSRs)
- Ability to network well and collaborate/ liaise with other stakeholders, including the Government. Flexible and adaptable to respond to changing circumstances.

Expected Roles and Responsibilities

- Monitor and support NGO partners in the effective implementation of the programme deliverables in line with the larger strategy and framework of HCLFoundation. This will involve frequent field inspections and Pan-India site visits.
- Systematically collect periodic data, baseline assessment, conduct field surveys, water testing on field-level programme implementation related to waterbody/water structure restoration.
- Submit monthly compiled reports on the progress of the activities on the ground to the project team.
- Organize and arrange field visits of project team and leadership as and when required with necessary logistical arrangements.
- Prepare materials and publications to support organising conferences/symposiums/stakeholder meetings.
- Identification of potential environmental interventions per the relevant needs of the sustainable development goals.
- Assist in developing various awareness and communication campaigns for areas related to the environment.
- Prepare activities & events calendar for environmental activities under Harit by HCLFoundation programme.
- Support HCLF level project/program level interventions as and when required.

Other Attributes

- A. **Management & Organizational skills:** Well organised and able to coordinate a wide range of concurrent activities, prioritising 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.

B. **Communication skills:** Ability to communicate and network well and collaborate/ liaise with other stakeholders including Government stakeholders.

C. **Other Responsibilities**

- Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, time management.
- Provide ownership and accountability to everything he/she, and see it through beyond completion – measure the results of launched initiatives and drive improvements through scalable, efficient new processes to optimize resources at all times.
- Perform other relevant duties as assigned by the Director.
- Flexible to work related travels and working from remote locations in completing the deliverables.
- Provide necessary support to the internal & external communications teams
- Develop and maintain contacts with emerging strategic players for impact scaling up in local geographies

D. **Language efficiency:**

Fluency in English and Local location language is essential

How to apply:

1. Please submit your CV and Cover Letter with
 - Email subject line: Position Name
 - File name: (Candidate's name_CV)
 - File name: (Candidate's name_CoverLetter)
2. Send your application to ankit.kuma@hcltech.com, shreya_sharma@hcltech.com marking a copy to priyanka.mishra@hcltech.com latest by 30th October 2025.
3. Kindly note that only shortlisted candidates will be contacted.
4. Kindly note that incomplete and general applications will be rejected.

Please note:

- 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.
- HCLFoundation is an equal opportunity employer and promotes inclusion and diversity. We encourage applications from all genders, people with disabilities and people with all orientations to apply.