

JOB DESCRIPTION

FOR

Multiple Positions – 'Harit' Flagship Programme (Multi-Location)

HCLFoundation Invites applications for multiple positions under the flagship programme 'Harit by HCLFoundation'

Please Note: We are an inclusive organization and encourage applications from people of diverse backgrounds.

Vacancy released by	HCLFoundation
Vacancy code	HCLF/HARIT/09102023
Programme name	Harit by HCLFoundation
Date of posting	09 th Oct 2023
Last date to apply	3rd Nov 2023
Location	Multiple

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, 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 700,000+ saplings on 310+ acres area across India, with more than 90% survival rate. Around 110+ waterbodies are being rejuvenated with an increased water holding capacity of 5,000+ Mn Litres. Through the afforestation and carbon reduction initiatives, we have been able to sequester/ reduce emission to 1500+ tons of CO₂e, along with that 91+ tons of stubble were stopped from being burnt. We worked towards improvement of coastal habitats planting more than 6,00,000+ Mangrove and Shelter belt saplings and around

1,00,000+ Kgs of ghost nets were retrieved from coastal waters. We have been able to treat 65,000+ domestic animals and around 3,500+ wild animals through our Animal Welfare vertical. Through our outreach and environment education programme we have been able to reach out to 15,000+ 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 Project Director, Harit or the personnel assigned by her/him/them.

1. Position: Programme Officer/Senior Programme Officer – Harit

Location: Bengaluru (1) & Noida (1)

Technical expertise

- Master's Degree in Environment or related field
- Experience in project & fund management
- Minimum 3 to 5 years of experience in field-level project execution and monitoring.
- Experience in working with Government stakeholders & NGOs
- Experience in developing, managing and monitoring various projects including CSR

Roles and responsibilities

- Conduct periodic visits to field site to monitor on-ground activities, identify hurdles, and report back to the project team
- Systematically collect periodic data on field-level project implementation related to afforestation, pond restoration, stubble burning and biodiversity monitoring
- Photo document the ongoing field-level project activities
- Submit monthly compiled reports on progress of the activities on ground to project team

Organize and arrange field visits of project team and leadership as and when required with necessary logistical arrangement

2. Position: Associate Manager – Harit

Location: Chennai (2), Noida (1)

Technical expertise

- Master's Degree in Environment/Management or related field
- Experience in project & fund management. Should have managed a minimum 1 Cr. Annual budget
- Minimum 5 years of experience in field-level project execution and monitoring.
- Experience in working with Government stakeholders & NGOs
- Experience in developing, managing and monitoring various projects including CSR

Roles and responsibilities

- Maintain records of project data and submit regular project updates and activity reports.
- Support in managing the daily operations and maintenance of the project deliverables and fund utilization.
- Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, time management.
- Liaise and network with the concerned Local and Government authorities and ensure that the projects are in sync with the larger policy framework so as to leverage their support.
- Organize activities and other public events. Make presentations, initiate communications with strategically targeted groups.
- Prepare materials and publications to support organizing conferences/ symposiums/ stakeholder's meetings.
- Ability to network well and collaborate/ liaise with other stakeholders including Government stakeholders. Flexible and adaptable to respond to changing circumstances.

Develop and maintain contacts with emerging strategic players for impact scaling up in local geographies

3. Position: Program Officer/Senior Program Officer – Biodiversity

Location: Noida

Technical expertise

- Bachelor's/Master's Degree in /Forestry/Environment Management/ Biodiversity/ Wildlife Science or related field
- Minimum 1 to 3 years of experience in implementing biodiversity survey and assessment. Experience with environment related projects and field experience will be an additional advantage.
- Well-organized and able to coordinate and conduct field level biodiversity survey and concurrent activities. Self-motivation to act independently and to work collaboratively in a team. Experience with Distance sampling (Line transects/point count), Behavior sampling, Vegetation sampling will be an additional advantage.
- Ability to network well and collaborate/ liaise with other stakeholders including Government stakeholders. Flexible and adaptable to respond to changing circumstances.
- Should have experience in field-level execution of afforestation, waterbodies including wetlands biodiversity assessment and related environment conservation projects.
- Experience in developing, managing, and monitoring various environmental project related to protection, restoration and enhancement of diminishing green cover, biodiversity & waterbodies and other environmental aspects.

Roles and responsibilities

- Monitor and support NGO partners in effective implementation of the project(s) deliverables in line with the larger strategy and framework of HCLFoundation. This will involve frequent field inspections and site visits.
- Compile and submit regular project updates and activity reports.
- Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, Time management.
- 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.
- Identification of potential environmental interventions as per the relevant needs of the sustainable development goals.

- Assist in the development of various awareness and communication campaigns for areas related to the environment.
- Prepare activities & events calendar for environmental activities under Harit by HCLFoundation programme

4. Position: Programme Officer/Senior Programme Officer – Coastal and Marine Conservation

Location: Chennai (1) & Vijayawada (1)

Technical expertise

- Master's Degree in Ocean Sciences / Marine Biology / Wildlife Science or related field
- Min. 1-3 years of experience in implementing Marine and Coastal conservation project with experience in coastal and marine debris related projects in last 2 years will be an additional advantage.
- Possession of Scuba diving advance certificate will also have added advantage

Roles and responsibilities

- Compile and submit regular project updates and activity reports.
- Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, time management.
- Liaise and network with the concerned Local and Government authorities and ensure that the projects are in sync with the larger policy framework so as to leverage their support.
- Organizes activities and other public events. Makes presentations, initiates communications with strategically targeted groups.
- Prepare materials and publications. Support organizing conferences/ symposiums/ stakeholder's meetings.
- Ability to network well and collaborate/ liaise with other stakeholders including Government stakeholders. Flexible and adaptable to respond to changing circumstances.

5. Position: Deputy Manager – Coastal and Marine Conservation

Location: Ramanathapuram

Technical expertise

- Master's Degree in Ocean Science / Marine Biology / Wildlife Science or related field

- Minimum 8 years of experience in implementing Marine and Coastal conservation project with experience with Coastal & Marine Conservation and/or debris related projects. Possession of Scuba diving advance certificate or higher is a must.

Roles and responsibilities

- Compile and submit regular project updates and activity reports.
- Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, time management.
- Liaise and network with the concerned Local and Government authorities and ensure that the projects are in sync with the larger policy framework so as to leverage their support.
- Organizes activities and other public events. Makes presentations, initiates communications with strategically targeted groups.
- Prepare materials and publications. Support organizing conferences/ symposiums/ stakeholder's meetings.
- Ability to network well and collaborate/ liaise with other stakeholders including Government stakeholders. Flexible and adaptable to respond to changing circumstances.

6. Position: Programme Officer/Senior Programme Officer – Monitoring & Evaluation

Location: Noida

Technical expertise

- Master's Degree in management or related field
- Minimum 3-5 years of experience in project monitoring and evaluation. Experience with monitoring of Environment related projects is a must. Experience in ESG and Sustainability will be an additional advantage
- Should have experience in field level project monitoring, data collection and analysis relevant to environment projects.
- Maintain and Update the M&E database, analyze and aggregate findings.
- Experience in statistical tools and high proficiency in Excel.
- Experience in development and implementation of Programme Management System.
- Sound understanding of Global and National Monitoring Frameworks.

Roles and responsibilities

- Monitor and support NGO partners in effective monitoring of the project(s) deliverables in line with the larger strategy and framework of HCLFoundation. This will involve frequent field inspections and site visits.
- Compile and submit regular project updates and activity reports.
- Results-oriented with solid experience in creative project monitoring, working closely with both internal team and third-party agencies.
- Undertake regular field visits to intervention sites and partner's office for physical verification of Means of Verification of data provided in report.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
- Produce reports on M&E findings and prepare presentations based on M&E data, as required.
- Regular review of programmatic, financial and compliance reports and data submitted by partners quarterly and provide suitable constructive feedback, if any.
- Regularly monitor budget related data both at programme level and NGO level.
- Organize and undertake training with collaborating partners on M&E, as required.
- Consolidate and represent data for Annual Report, presentations, Management Meetings, ESG reporting, etc.
- Coordinate with internal Finance and M&E teams on data verification.
- Provide advisory consultation to NGO partners and other relevant stakeholders regarding topics relating to corporate responsibility, sustainability, and ESG.
- Compile, collate, analyze and share all CSR related inputs/data for ESG disclosure, sustainability programmes, reporting, and research.
- Perform other relevant duties as assigned by the Director.

7. Position: Programme Officer/Senior Programme Officer – Green Communications

Location: Noida

Technical expertise

- MBA/Masters in Development Communications, English, Mass Communication, Journalism, Sustainability, Social Sciences and allied fields.
- Minimum 3 years of experience in a similar role
- Experience of working on Development Communications, Social Media Management, Content Development, Web & Graphic Designing, preferably in the Corporate/CSR/Environment space

Roles and Responsibilities:

- Support Harit's Strategic communications & social media presence (e.g. Twitter, Facebook, Instagram and LinkedIn)
- Ensure to develop social media calendar and work with team to post regular and differentiated content on social media platform
- Support communication needs of community activities, events and conferences that are led by Harit. Briefings, logistics, presentations, collaterals, posters, exhibition stands, conference-related tasks, invitations, data tracking, close outs and post evaluations. This will include management of Harit's invitation database.
- Support environment communication needs of Harit partners, across the country.
- Travel extensively to various program sites, to remote rural and urban locations to support development communications, as well as capture impact.
- Support video documentation and films, on site.
- Ensure that all HCL Employees in India and overseas have access to Harit's social media presence and they receive regular updates – support the internal communications teams

8. POSITION: Associate Manager – Animal Welfare

LOCATION: Nagpur

Technical expertise

- Master's Degree in any field
- Min. 3 to 5 years of experience in Animal Welfare and related field. Should have been involved in managing projects related to Animal Welfare (domestic and Wildlife).
- Should be aware of laws and government compliances related to Animal Welfare
- Well organized and able to coordinate a wide range of concurrent activities, prioritizing workload effectively to meet deadlines. Self-motivation to act independently and to work collaboratively in a team.

Roles and Responsibilities:

- Monitor and support NGO partners in effective implementation of the project(s) deliverables in line with the larger strategy and framework of HCLFoundation.
- Willing to travel extensively to monitor projects on ground and provide technical inputs related to Animal Welfare, Project Management, etc.
- Compile and submit regular project updates and activity reports.

- Assess and manage risks, measure, and report on progress, anticipate and resolve bottlenecks, provide escalation management, Time management.
- 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.
- Conduct periodic visits to field site to monitor on-ground activities, identify hurdles, and report back to the project team.
- Systematically collect periodic data on field-level project implementation related to animal welfare
- Photo document the ongoing field-level project activities
- Submit monthly compiled reports on progress of the activities on ground to project team.
- Organize and arrange field visits of project team and leadership as and when required with necessary logistical arrangement.

9. POSITION: Associate Manager – Ecosystem Services

LOCATION: Noida

Technical expertise

- Master's Degree in Natural Resources Management, or related field
- Min. 3-5 years of experience in project monitoring and evaluation. Experience with monitoring of Environment related projects is a must. Experience in ESG and Sustainability will be an additional advantage.
- Should have experience in field level project monitoring, data collection and analysis relevant to environment projects
- Maintain and Update the M&E database, analyze and aggregate findings.
- Experience in statistical tools and high proficiency in Excel.
- Knowledge and experience in managing ecosystem services evaluation and biodiversity assessment
- Sound understanding of Global and National Monitoring Frameworks like TEEB, PES, etc.
- Experience in managing impact assessment of environmental projects
- Experience in managing third party verification/validations of the projects

Roles and Responsibilities:

- Monitor and support NGO partners in effective monitoring of the project(s) deliverables in line with the larger strategy and framework of HCL Foundation. This will involve frequent field inspections and site visits.
- Compile and submit regular project updates and activity reports.
- Results-oriented with solid experience in creative project monitoring, working closely with both internal team and third party agencies.
- Undertake regular field visit to intervention sites and partner's office for physical verification of Means of Verification of data provided in report.
- Contribute towards research papers, articles, etc. related to ecosystem services at HCLFoundation sites
- Organize and undertake training with collaborating partners on Ecosystem Services Evaluation, as required.
- Consolidate and represent data for Annual Report, presentations, Management Meetings, ESG reporting, etc.
- Compile, collate, analyze and share all CSR related inputs/data for ESG disclosure, sustainability programmes, reporting, and research.
- Coordinate with internal M&E teams on data verification
- Perform other relevant duties as assigned by the Director.

10. Position: Associate Manager – Harit

Location: Madurai

Technical expertise

- Master's Degree in Water Management / Water Conservation / Environmental Science or related field
- Experience in managing data management systems related to water conservation projects and monitoring of waterbodies
- Minimum 5 years of experience in field-level project execution and monitoring.
- Experience in working with Government stakeholders & NGOs
- Experience in developing, managing and monitoring various projects including CSR

Roles and responsibilities

- Maintain records of project data and submit regular project updates and activity reports.
- Support in managing the daily operations and maintenance of the project deliverables and fund utilization.

- Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, time management.
- Liaise and network with the concerned Local and Government authorities and ensure that the projects are in sync with the larger policy framework so as to leverage their support.
- Organize activities and other public events. Make presentations, initiate communications with strategically targeted groups.
- Prepare materials and publications to support organizing conferences/ symposiums/ stakeholder's meetings.
- Ability to network well and collaborate/ liaise with other stakeholders including Government stakeholders. Flexible and adaptable to respond to changing circumstances.
- Develop and maintain contacts with emerging strategic players for impact scaling up in local geographies

11. Position: Associate Manager – Coastal and Marine Pollution

Location: Noida

Technical expertise

- Master's Degree in Environmental science / Ocean Science / Marine Biology / Wildlife Science or related field
- Minimum 3 to 5 years of experience.
- Experience in implementing Marine and Coastal pollution and/or debris related projects. Possession of Scuba diving certificate is an advantage.

Roles and responsibilities

- Compile and submit regular project updates and activity reports.
- Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, time management.
- Liaise and network with the concerned Local and Government authorities and ensure that the projects are in sync with the larger policy framework so as to leverage their support.
- Organizes activities and other public events. Makes presentations, initiates communications with strategically targeted groups.
- Prepare materials and publications. Support organizing conferences/ symposiums/ stakeholder's meetings.

- Ability to network well and collaborate/ liaise with other stakeholders including Government stakeholders. Flexible and adaptable to respond to changing circumstances.

Other Attributes applicable for all vacancies

A. 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.

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

C. Other Responsibilities

- Monitor and support NGO partners in effective implementation of the project(s) deliverables in line with the larger strategy and framework of HCLFoundation. This will involve frequent field inspections and site visits.
- Compile and submit regular project updates and activity reports.
- Assess and manage risks, measure and report on progress, anticipate and resolve bottlenecks, provide escalation management, time management.
- 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.
- 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

E. Remuneration:

Salary in commensurate with experience.

F. 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.

G. How to apply:

- Please submit your CV with a Cover Letter with Email subject line: Position Name – Harit (Location)
- File name: (Candidate's name_CV)
- File name: (Candidate's name_CoverLetter)
- Send your application to priyanka.mishra@hcl.com marking ssanthosh.kumar@hcl.com in cc, latest by 3rd Nov 2023.
- 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 other applications. People with all orientations & identities are encouraged to apply.