

## Job Opportunity (Direct Recruitment)

<b>Job Title</b>	<b>Coordinator (BMC &amp; PBR), (No of positions-2)</b>
<b>Office/Location</b>	<b>SAKTI SIKHA DEVELOPMENT SOCIETY (SDS) Ganjam District (Ganjam, Chhatrapur, Chikiti, and Rangeilunda Blocks)</b>
<b>Service Condition</b>	<b>Contractual</b>
<b>Period of Service</b>	<b>1 year initially (April 2026 - March 2027)</b>
<b>Essential Qualification</b>	<p><b><u>Coordinator BMC (Biodiversity Management Committee) (1 Post)</u></b> Degree/Master's in MSW/ Social Science/ Environmental Science/ Anthropology/ Rural development/ MBA</p> <p><b><u>Coordinator PBR (People's Biodiversity Register) (1 Post)</u></b> Degree/Master's in Agri/ Horti/ Zoology/ Botany/ Biodiversity Conservation/Marine Biology/Biotechnology/Life Science and related Science</p>
<b>Mandatory Experience</b>	<b>Must have 1-3 years of experience in any NGO/Government/ Private sector organisation in any research-oriented project in Science/ Environment/ Biodiversity</b>
<b>Mandatory Skills</b>	<ul style="list-style-type: none"> <li>• Should be able to identify and document flora and fauna</li> <li>• Should have proficiency in photography, AI tools, Canva, MS Word, Excel, PowerPoint, email, internet usage, and MS Publisher</li> <li>• Should have experience in preparing project reports and records</li> <li>• Must have own Bike and Laptop</li> </ul>
<b>Key Responsibility</b>	<ul style="list-style-type: none"> <li>• Formation of the Biodiversity Management Committee and its strengthening</li> <li>• Identification and documentation of local flora and fauna</li> <li>• Identification and documentation of local traditional knowledge</li> <li>• Coordinates with all programme stakeholders</li> <li>• Prepare and submit project progress report, any other reports and attend all project review meetings</li> <li>• Facilitate the visit of project authorities</li> <li>• Any other task assigned by SDS and Project Authority</li> </ul>
<b>Nature of Work</b>	<b>Field 80%, Office 20%</b>
<b>Monthly Compensation</b>	<b>Rs.20,000/- + Rs.3000/- (TA) + Free Accommodation</b>
<b>Applicants may send their updated CV to <a href="mailto:hr2.sds@gmail.com">hr2.sds@gmail.com</a> by 05.04.2026. Only shortlisted candidates will be called for the skill test and interview. Must ensure that the applied post is clearly mentioned in the subject line.</b>	