



Opportunity with SCCS-Bangalore – Programme Manager

[The Student Conference on Conservation Science, Bangalore](#) (SCCS-Bangalore) is looking for a Programme Manager.

Location: Bangalore

Deadline to apply: 31st Jan 2021

Job responsibilities: The Programme Manager is responsible for working with the Operations Committee of SCCS-Bangaluru to develop the SCCS-Bangaluru platform, including the annual SCCS conference. The Programme Manager will work with the Operations Committee to co-create programmes that further SCCS's mandate to build capacity within aspiring and early-career conservation scientists and practitioners across Asia and Africa.

With regard to the annual conference the Programme Manager will assist the OC with curating the sessions of the conference, overseeing and implementing all logistical tasks related to the conference like travel, catering and accommodation; ensuring regular email communication with participants and resource people; developing content and managing the conference website; coordinating volunteers; hiring equipment; accounting, report-writing and other such tasks which may arise before, during and after the conference.

Candidates must possess the following skills and qualifications

- 1) Good language and communication skills (spoken and written English)
- 2) Foundational computer skills (especially proficiency with MS-Word, Excel and email)
- 3) Highly organised and comfortable with multi-tasking
- 4) Able to work systematically and independently, take initiative, meet deadlines and work with a team of people
- 5) Have 3-5 years of work experience that demonstrates the above skills

Preference will be given to those who have

- 1) Experience with editing online content and the Wordpress system
- 2) Access to a two/four-wheeler
- 3) Previous experience with conference or production management
- 4) Familiarity with SCCS-Bangaluru
- 5) Educational or practitioner background in conservation and engagement with the conservation community in India

Salary: Commensurate with experience and as per general NGO pay scales in Bangalore

Application process: If you are interested in applying for the position, please send your application to sccs@sccs-bng.org. The subject of the email should read: "Application for Programme Manager"

In your email briefly describe previous relevant work experience in less than 200 words and attach a recent CV of not more than 3 pages. Please include the names of two professional referees in your CV.

The position will be closed as soon as we find a suitable candidate so do submit your applications early. For any specific queries please get in touch with us at sccs@sccs-bng.org.