

the Secretary will have the choice of working part time or full time (define full time)

**JOB OPENING FOR SECRETARY OF  
MUMBAI METROPOLITAN REGION:  
ENVIRONMENT IMPROVEMENT AND HERITAGE CONSERVATION SOCIETIES**

*MMR-Environment Improvement Society (MMR-EIS) and MMR-Heritage Conservation Society (MMR-HCS) have an opening for the following position:*

**Secretary**

*Minimum Qualification: Masters Degree in Urban Planning or Environmental Planning  
or Heritage/Urban Conservation or Urban Design*

*Minimum Experience: 10 years in the relevant field*

*The Secretary will be managing both the above Societies. Details of the activities of the Societies are available on their respective websites [www.mmrhcs.org.in](http://www.mmrhcs.org.in). and [www.mmreis.org.in](http://www.mmreis.org.in). The Secretary of the Societies is expected to take all actions necessary to further the Objectives of the Societies such as commissioning and monitoring of projects and managing the societies with the help of professional staff.*

*The appointment will be on a purely contractual basis and the Secretary will have the choice of working part-time (two-three days a week) or full-time (five days a week, 09.30 am to 06.00 pm). The contract period will be for one year and extendable every year up to a maximum of 3 years upon approval by the President of the Society. Remuneration for the position will be commensurate with qualification and experience.*

*Interested candidates may apply to the Director, MMR-Societies before **25<sup>th</sup> October 2018** by email at [mmrhceis@gmail.com](mailto:mmrhceis@gmail.com) with a CV clearly indicating the date of joining the organization if appointed. Shortlisted applicants will be invited for an interview at their own cost. The Societies reserve the right to not invite for the interview or appoint any of the applicants.*