



# ***Sustainability Coordinator***

At UWC Mahindra College, Pune (India)



# About UWC Mahindra College



[The Mahindra United World College of India \(MUWCI\)](#) is a not-for-profit pre-university residential high school for 240 students aged 16 to 19 from more than 80 countries. The

College offers a globally recognised two-year International Baccalaureate Diploma Programme taught by 30 faculty members from around the world. Nestled in a 175-acre biodiversity reserve, MUWCI strives to create responsible, environmentally-conscious, service-oriented changemakers.

*A truly international community of learners and leaders*

*Teaching responsibility & service through action*

*Over 80 per cent students on scholarships*

*Residential college located in a biodiversity hotspot*

*Emphasis on sustainability*





Working at MUWCI means that you believe in the promise of a better world. If you want to educate the brightest, boldest, most caring and ambitious minds and hearts from around the globe and be part of a community of learners and supporters - please join us. Whether you teach, maintain the campus, or work in our offices, you are recognised for your talents and skills and become part of a movement to educate for a more peaceful and sustainable future. MUWCI values candidates who are drawn to the particular educational experience and mission of the United World Colleges.

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. MUWCI is committed to safeguarding and promoting the welfare of children and young people under its care.

We offer all employees a competitive compensation and benefits package, including opportunities for professional development. MUWCI welcomes qualified applications from individuals with a diverse range of backgrounds and we are proud to be an equal-opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees.



# Requirements



**Type of position:** Part-time, Non-residential Consultant

**Type of contract:** Consultancy Agreement

**Reporting to:** Head of Campus Infrastructure and Services (CIS)

## About the position

The Mahindra United World College of India (MUWCI) is seeking a Sustainability Coordinator to lead and coordinate campus-wide sustainability initiatives. Located in the Western Ghats near Pune, MUWCI is a pre-university residential college offering the International Baccalaureate Diploma Programme (IBDP) to students from over 80 countries.

This role involves working collaboratively with the administration, faculty, staff, and students to reduce the college's environmental impact and promote sustainable practices. The position includes strategic planning, project coordination, education, research, and reporting, with a focus on integrating sustainability into campus operations and culture.



# Requirements



## Duties & Responsibilities

- Contribute to MUWCI's Vision and Strategic plan related to the Biodiversity Reserve and Sustainability goals.
- Coordinate all college-level sustainability and biodiversity initiatives.
- Strengthen MUWCI's engagement with the local and regional human and natural environment.
- Plan and supervise gardening and landscaping efforts on campus.
- Advise and assist with sustainability-related Triveni stream projects.
- Support the Head of CIS in preparing the annual sustainability budget.
- Provide guidance and technical support for sustainability projects such as: Rainwater harvesting, Eco-STP, Rooftop solar systems, Biogas plant.
- Advise on solid waste and biomedical waste management practices.
- Maintain and regularly update MUWCI's sustainability report.
- Represent MUWCI as Coordinator of the Global UWC Working Group on Carbon Monitoring, including:
  - Attending monthly meetings
  - Participating in workshops
  - Assisting other UWC schools in monitoring their carbon footprints



# Requirements



- Deliver MUWCI Core sessions on topics such as sustainability, ecology, agriculture, biodiversity, and climate change.
- Provide academic guidance to students working on Extended Essays related to sustainability.

## Qualifications

Master's degree (preferred) or Bachelor's degree in one or more of the following fields:

- Sustainability / Sustainable Development
- Environmental Sciences
- Natural Resource Management
- Renewable Energy
- Water Resources / Watershed Development
- Ecology / Botany / Forestry / Biodiversity / Agriculture / Horticulture



# Requirements



## Knowledge

Familiarity with at least two of the following areas:

- Climate Change / Carbon Footprinting
- Circular Economy / Recycling / Waste Management / Life Cycle Analysis (LCA)
- Renewable or Alternative Energy / Energy Efficiency
- Green Building Standards
- Sustainable Development

## Skills

Candidates must demonstrate proficiency in:

- Microsoft Office (Excel, PowerPoint, Word)
- Google Drive for data management and archiving
- Project management
- Basic Budgeting and accounting
- Email communication and professional correspondence
- Strong English communication skills (written and verbal)



# Requirements



## Experience

Minimum 5 years of work experience in a relevant domain in any of the following sectors:

- Academic Institutions
- NGOs / Development Sector / Think Tanks
- Environmental or Sustainability Consulting
- Civil Engineering
- Research Institutions
- Private Sector



# How to apply



Interested applicants should send the following documents to the Head of College, Gaurav Chopra, at [vacancies@muwci.net](mailto:vacancies@muwci.net).

- Curriculum Vitae (not more than two pages)
- Brief cover letter (not more than one page)
- Contact details of two references (including nature of relationship, dates of employment, phone number, and email address)
- Optional: A 200-250 word statement on: How the UWC mission and values find expression in your own life

## Safeguarding Statement

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. Candidates must be willing to undergo screening appropriate to the position including checks with past employers.