

Field Officer

MAHE, Manipal invites applications for the position of Field Officer to support field coordination, data acquisition, and Centre operations under the MAHE Net Zero initiative at MIT Manipal Campus.

Qualifications & Experience

- Master's degree in Business Administration/Management / Geology/Basic Science, Bachelor's Degree in Infrastructure/Planning, Civil/Environmental Engineering, Mechanical Engineering, Sustainable Development or allied disciplines.
- 2-5 years of relevant experience in field coordination, data collection, operations support, environmental or infrastructure projects, sustainability projects, or institutional implementation support.
- Experience in stakeholder follow-up, field verification, and multidisciplinary coordination is essential.

Salary : Consolidated pay of Rs. 38,000/- per month

Tenure of engagement : Initially for one year, extendable based on performance and need of the project.

Key Roles & Responsibilities

- Office, Procurement & Accounts Support: Assist in office management, procurement follow-up, HR coordination, expenditure tracking, and documentation.
- Stakeholder Follow-up & Data Acquisition: Coordinate collection, submission, and verification data from stakeholders.
- Field Verification & Support: Conduct site visits, record checks, and field documentation related to energy, waste, water, mobility, procurement, and embodied carbon.
- Implementation & Reporting: Support campus net-zero initiatives, pilot activities, issue resolution, reporting, and coordination with Centre leadership.

Core Competencies

- Strong interpersonal, follow-up, and coordination skills.
- Good documentation, reporting, and record-management ability.
- Willingness for regular site visits and field movement.
- Ability to manage schedules, resolve field-level issues, and work in an interdisciplinary environment.



Interested candidates who fulfils the above, may apply with a detailed CV along with copies of relevant certificates supporting qualification and experience on or before **June 21, 2026** to jobs@manipal.edu with the subject line "**Field Officer – Net Zero**"

Director – HR

Manipal – 576 104, Karnataka

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