



Assistant Program Officer

Position Description

Full-time (40 hours/week) – Kathmandu, Nepal

We are looking for a deeply passionate, energetic, enthusiastic, diligent individual who is interested in working with our team at Clean up Nepal to genuinely create positive change in communities where we work. If you are a self-starter, care about environmental issues, can work with a diverse group of individuals, and have a knack for managing interesting but challenging projects, we are interested in speaking with you.

Among other tasks, the Assistant Program Officer will be responsible for managing Clean up Nepal's "Zero Waste at Schools" initiative including training, workshops and activities related to the project. The ideal candidate will be proactive, independent, and can handle multiple responsibilities under tight deadlines. S/he will have a strong understanding of how to engage stakeholders online and off. The Assistant Program Officer will report directly to the Executive Director.

In return, Clean up Nepal will provide you a supportive environment to learn and grow both personally and professionally. We will support your growth through active mentorship programs, trainings and ongoing evaluations of progress made.

We are looking for an individual who can commit for at least a two-year period.

Who are we?

Clean up Nepal is a volunteer-driven organization that aims to create a cleaner, healthier Nepal by tackling the country's serious waste management issues. We are a ground-up, community-led movement that values stakeholder engagement and volunteerism to create change. For further information on what we are up to, please visit our website or our facebook page.

Responsibilities:

- Lead and manage several projects and events including the Zero Waste at Schools Initiative, School Level Environment Essay Contest, and community awareness workshops.
- Work with the team to create resources for engagement with students and the community.
- Conduct workshops and trainings on waste management and hygiene education at schools and communities.
- Create a detailed work plan for projects and events, and follow through on it in a timely manner.
- Develop, maintain and strengthen relationships with stakeholders, including volunteers, supporters and organizations.
- Oversee volunteers for activities and events in Kathmandu and other locations.



- Analyze, evaluate and report on activities and events, and use this information to swiftly make changes and strengthen performance as necessary.
- Assist the fundraising team with drafting grant applications.
- Ideate and create content for social media, website and other communications materials.
- Undertake other tasks as assigned by the Executive Director.

Skills, experience and interest:

- Completed a Bachelors or Masters degree in Environmental Science or Sustainable Development with strong academic achievement.
- At least 12 months experience working in education or with school children.
- Able to inspire and motivate children and teachers at school trainings.
- Demonstrated ability to write clearly, persuasively and cohesively in Nepali and English.
- Work or volunteer experience in event management.
- Proactive and independent.
- Strategic thinker who understands and takes into consideration challenges.
- Able to handle multiple tasks and stay agile under tight deadlines.
- Excellent writing, communications, presentation and interpersonal skills.
- Bike or scooter license and own transportation is required.
- Fluent in written and spoken Nepali and English.
- Photography and design experience desirable.
- An interest or background in the non-profit sector is a plus.

The Assistant Program Officer is required to uphold Clean up Nepal's [Code of Conduct](#). Applicants should forward 1) a cover letter, 2) a CV, and 3) answers to the following questions to info@cleanupnepal.org.np by 4 July 2017. Applications without answers to the application questions below will not be accepted.

Applications will be accepted and reviewed on a rotating basis. So please do not wait till the last minute to apply.

Please follow the guidelines on the cover letter and CV at <http://cleanupnepal.org.np/act-now/workwithus/>.



Application questions:

Please provide thorough and thoughtful yet concise answers.

- 1) Please provide an example of any trainings, workshops or community engagement sessions you have facilitated. What are some of the challenges you have faced? How did you address these?
- 2) What are some of the techniques or tools you employ to ensure that the trainings or workshops you facilitate are engaging and interesting?
- 3) Please provide an example of how you are proactive, self-motivated and independent.
- 4) How do you handle opinions and perspectives different from yours? How would you handle someone who is not satisfied with a specific situation?
- 5) What motivates you?
- 6) Please provide an example of a time or situation at work or while volunteering where you strategically planned an activity, event or campaign. What was your thought process behind planning it the way you did?
- 7) Please provide an example of a time or situation at work or while volunteering where you executed and managed an activity, event or campaign. What challenges did you come across in executing it and how did you overcome them? What was the outcome?
- 8) Please provide an example of a time or situation at work or while volunteering where you successfully collaborated with groups of people such as NGOs. How were you able to effectively collaborate with them? What insight did you gain from this experience?
- 9) We want to know who you are beyond your work! What are your interests and what do you like to do in your free time?