

## Job Description of Intern

Pragya Seeds Nepal is a Nepali NGO created by young Nepali entrepreneur that is concerned with spreading Zero Waste over Nepal, supporting the local economy and the environment through a community-approach of the obvious and worrying waste problem of this country. Pragya Seeds Nepal is coordination Zero Waste Himalaya program which covers from Ladakh to Bhutan. PGSN has over ten Nepali members as well as occasional foreign interns and associates. It is also ranked under top10 nominee NGO of Nepal from World Bank and AEPC. It is directly supported by Thanal, an Indian NGO concerned with Zero Waste Asia. Pragya Seeds Nepal has administration and human resource, program and policy department with 8 well experienced and graduated young and energetic professional staffs.

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| Job Title: <b>International Internship Unpaid</b> | Project: Towards Zero Waste Nepal (Zero Waste Himalaya)   |
| Reports to: Executive Director                    | Project Location and Duration: Kathmandu, Rasuwa, Chitwan, Lumbini and should travel on requested site                |
| Term: Six month contract (Extendable).            | Expected Date of Joining: 01/11/2016.<br>Working Station: PGSN office, Naxal, Kathmandu with at least 60% site travel |

**Purpose of the Job:** The role of the Intern is to plan, design, execute and manage project components according to a strict work plan, milestones and budget. This includes coordinating the efforts of the PGSN team, Foreign and local partner organizations or stakeholders in order to deliver the project objectives.

### Essential Functions/Responsibilities:

The ZWPE will:

#### Community mobilization

- be responsible of involving local stakeholders in the definition and implementation of zero waste projects initiated by Pragya Seeds
- be responsible of giving trainings to local partners

#### Project Management

- Be responsible of writing proposals related to zero waste projects of Pragya Seeds
- Be responsible of coordinating implementation and monitoring of zero waste projects of Pragya Seeds
- Be responsible of presenting PGSN projects to local and international funders
- Be responsible of coordinating on first Zero Waste District, Rasuwa

#### Zero waste tools development

- be responsible for defining the combination of tools that are used to improve the environmental efficiency of local communities practices while taking into account economic, social and cultural local realities;
- be responsible for maintaining contacts with technical advisors of PGSI regarding the specific area of the projects it is involved in;
- be responsible for dealing with local and foreign vendors that might be contracted to implement the designed system;
- be responsible for the implementation of the systems designed and will ensure regular follow up with final beneficiaries representatives;
- be responsible for documenting the new technologies available regarding its area of expertise;
- have to be willing to travel as and when required.

**Position Requirements**

1. University degree, in a subject related to Environmental Engineering, Agricultural Engineering, Rural Development and Environmental Science.
2. Proven skills and experience in project management, community development, proposal writing and donor liaison
3. Preferably prior experience in Waste Processing Techniques.
4. Strong knowledge of Microsoft Office and some familiarity with project management software such as MS-Project.
5. Demonstrated experience in personnel management.
6. Experience at working both independently and in a team-oriented, collaborative environment is essential.
7. Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
8. Reacts to project adjustments and alterations promptly and efficiently.
9. Ability to read communication styles of team members and stakeholders who come from a broad spectrum of disciplines.
10. Persuasive, encouraging, and motivating.
11. Ability to elicit cooperation from a wide variety of sources, including upper management, partners, and other staff.
12. Strong written and oral communication skills.
13. Ability to communicate in English.
14. Strong interpersonal skills.
15. Must be able to learn, understand, and apply new technologies.
16. Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
17. Ability to relate with the members and staff of PGSN
18. Ability to externally, relate with relevant government, NGO, INGO, bi-lateral, multi-lateral, company and community groups on behalf of PGSN.

**Training and Capacity Building**

The candidate will be part of a strong team who will assist the candidate in fulfilling the above responsibilities. PGSN staff together with expatriate program officer is committed in addressing the capacity building needs for the candidate in their work. Also opportunities will be available for further training that enables the candidate in their work.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. PGSN management reserves the right to amend and change responsibilities to meet project and organizational needs.*