



## **Trainee Vacancies**

Habitat Nepal's Trainee program or the Young Professional Program (YPP) is an initiative aimed at attracting qualified and highly motivated young graduates to our workforce. Habitat Nepal offers a wide range of opportunities to young talents to help them develop their professional skills while they receive hands-on experience to enrich their expertise and work skills to be future ready as competent development professionals. Our program intends to provide the foundation for a challenging and rewarding professional career. The program is open to all young talents. The Trainee program aims to contribute to the development of diverse young and committed professionals in the country, who possess a clear understanding of local, national, and international development and to enable continuous inflow of new ideas and progressive insights to the organization, thereby contributing towards organizational dynamism.

Habitat Nepal invites qualified and highly motivated young graduates to apply for the Young Professional Program.

**Position Title:** Trainee- Research (One)

**Location-** Kathmandu Office

**Duration-** Initially for 6 months (to be extended based on performance)

## **Position summary**

The Research Trainee will work under the direct supervision of the National Director to support the National Director with primary and secondary literature review, research, review of articles and information for paper presentations.

## **Primary responsibilities**

- Support the National Director for quality research work on program and policy related to the work of Habitat Nepal.
- Must be creative and interested to do primary and secondary research work and provide good written documents and presentations in English.

- Familiar in the use of Social Media applications and prepare content for social media updates.
- Will to undertake other assignments as given by the supervisor.

### **Minimum qualification and selection criteria and requirements**

- Graduate in any academic field, work experience is not required.
- Must have the ability and willingness to learn.
- A strong team player who is committed to the organization's mission and values.
- Has excellent communication skills in English and Nepali.
- Well versed with computer and social media applications.

### **Safeguarding**

In accordance with its foundational mission principles, Habitat for Humanity Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve.

We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, trainee, volunteers, agents and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work.

Abiding with the organization, the trainee service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

Throughout the assignment engagements, the trainee is expected to adhere to Habitat Nepal code of conduct including the safeguarding policy ensuring that all measures are taken to protect the rights, safety, and welfare of the individuals and communities involved.

### **Application process**

To apply for the Trainee position, please submit your resume, recent academic degree (bachelor's degree transcript copy), copy of Nepali citizenship copy along with a motivation letter for joining the organization and your expectations from the experience to [recruitment@habitatnepal.org](mailto:recruitment@habitatnepal.org) no later than **14 January 2025**.