



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- Volunteering 4 Development (V4D) - One

Location- Habitat Nepal Biratnagar Satellite Office

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

Position Summary

The V4D Trainee will work under the direct supervision of Sr. Manager, Resource Development & Communications to support the V4D Coordinator with successfully implementing the Global Village (GV) Program.

Primary responsibilities

- Assume duties as a Host Coordinator to host Global Village team in Nepal
- Support V4D Coordinator with in-country prep work pre-build and reporting during post-build aspects of the GV program

- Ensure logistics management, coordination with the construction programs team and GV team leader, communication with the community and family during the build.
- Gather and update relevant information to ensure all GV collaterals, such as Country Profiles, Village profiles, family partner profiles and reports are shared efficiently.
- Support reconciliation reports of GV and analysis data.
- Support the Communications Department with collecting stories and taking photos for publications or other Habitat for Humanity communications collateral as requested.
- Other related duties as assigned by supervisor.

Minimum qualification and selection criteria and requirements

- Graduate in Social Science or any academic field.
- Prior work experience is not necessary.
- Freshers and local applicants from Province 2 are encouraged to apply.
- 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 no later than **14 January 2025**.