

## Position Description for vacancy notice

**Position: Project Coordinator**

**No. of vacancies:** 1 (One)

**Date of Announcement:** 30 June 2026

**Duration:** One Year and Extendable based on the performance

**Location:** Kathmandu, Nepal

**Reports to:** Manager – Climate Change and HDRR

**Field Visits:** 50% travel to project areas

**Position Type:** Project-based

### Position Overview

**This is a project-based position announced for an anticipated new project. The role will be for the full duration of the project period of approx. three years subject to annual performance appraisal.**

We are seeking a competent and committed Project Coordinator to provide strategic leadership to implement an upcoming project entitled “Advancing Affordable and Sustainable Bamboo Housing (AASH)”. This position will lead the analysis, planning, coordination, and execution of the project, which focuses on promoting bamboo as a sustainable, climate-resilient construction material. The role requires strong coordination across advocacy, community engagement, value chain development, and capacity building to ensure the effective delivery of project outcomes at federal, provincial, and local levels.

### Essential Duties and Responsibilities:

#### 1. Project Planning, Coordination and Implementation

- Lead the overall planning, coordination, implementation, monitoring, and reporting of the Advancing Affordable and Sustainable Bamboo Housing (AASH) Project in accordance with approved project documents, workplans, budgets, organizational policies, and donor requirements.
- Coordinate closely with project partners, field teams, consultants, government agencies, and community stakeholders to ensure timely and quality implementation of project activities.
- Provide technical and managerial support to implementing partners and field teams in Morang and Sunsari districts to achieve project objectives and deliverables.
- Facilitate effective collaboration among communities, local governments, technical experts, private sector actors, and civil society organizations.

#### 2. Stakeholder Engagement and Partnership Development

- Build and maintain effective partnerships with federal, provincial, and local governments, Division Forest Offices, agricultural offices, Community Forest User Groups, cooperatives, financial institutions, academic institutions, civil society organizations, and private sector actors.
- Represent Habitat Nepal and the project in municipal, district, provincial, and national forums relevant to housing, climate resilience, bamboo development, and sustainable construction.
- Establish and strengthen strategic partnerships that support the development and scaling of bamboo housing systems and markets in Nepal.

#### 3. Bamboo Housing Systems and Value Chain Development

- Support the establishment and operationalization of the Bamboo Housing Lab (Model Village) as a demonstration site for affordable, climate-smart, resilient, and GEDSI-responsive bamboo housing solutions.
- Coordinate activities that strengthen the bamboo housing ecosystem, including support to bamboo nurseries, farmers, treatment centers, producers, artisans, contractors, and local enterprises.
- Facilitate business development planning, technical capacity building, skills development, and market linkages across the bamboo value chain.
- Promote innovation, knowledge generation, and evidence-based approaches to improve the quality, affordability, and sustainability of bamboo housing solutions.

#### **4. Community Mobilization, GEDSI and Capacity Building**

- Strengthen community participation through the formation and support of inclusive community groups, with particular emphasis on women, Dalits, persons with disabilities, landless households, and other marginalized populations.
- Ensure Gender Equality, Disability, and Social Inclusion (GEDSI) principles are mainstreamed across all project interventions.
- Ensure project gender commitments and inclusion measures are effectively operationalized at community and institutional levels.
- Coordinate and support training programs on bamboo construction, nursery management, entrepreneurship, business development, climate-resilient housing, and related technical areas.
- Monitor inclusion targets and maintain sex-, disability-, caste-, and ethnicity-disaggregated data where appropriate.

#### **5. Policy Advocacy and Systems Change**

- Lead and coordinate advocacy efforts to promote treated bamboo as a recognized, certified, and low-emission construction material in Nepal.
- Support the establishment and strengthening of the Nepal Bamboo Housing Network (NBHN) and facilitate multi-stakeholder consultations, technical discussions, policy dialogues, and government engagement processes.
- Coordinate advocacy initiatives at national, provincial, and local levels, including awareness campaigns, stakeholder orientations, and observance of events such as World Bamboo Day.
- Contribute to the preparation of policy briefs, technical papers, position papers, case studies, and strategic communication materials that influence policy and practice.

## **6. Housing Finance and Market Linkages**

- Facilitate partnerships and coordination with cooperatives, microfinance institutions, banks, and other financial service providers to improve access to affordable housing finance for low-income households.
- Support the development of market-based approaches that enhance the affordability and adoption of bamboo housing solutions.

## **7. Knowledge Management, Learning and Knowledge Exchange**

- Ensure systematic documentation of project achievements, lessons learned, innovations, success stories, and evidence generated through implementation.
- Support the development of technical manuals, training materials, knowledge products, and communication resources.
- Coordinate dissemination of project learning and best practices to relevant stakeholders to support replication, scaling, and policy influence.
- Facilitate national and international knowledge exchange initiatives involving technical institutions, government agencies, practitioners, and development partners.

## **8. Monitoring, Reporting, Compliance and Risk Management**

- Track project progress against approved indicators, milestones, workplans, and budgets and recommend corrective actions where necessary.
- Conduct regular project risk assessments and support implementation of mitigation measures.
- Ensure compliance with donor requirements, organizational policies, safeguarding standards, procurement procedures, and financial regulations.
- Support preparation, monitoring, and forecasting of project budgets in coordination with finance and program teams.
- Prepare timely, accurate, and high-quality narrative reports, progress updates, case studies, and donor reports in coordination with project partners and relevant stakeholders.
- Maintain quality project documentation and records to support accountability, audits, evaluations, and learning processes.

## **Safeguarding**

In accordance with its foundational mission principles, Habitat for Humanity International 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 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. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening, police check and will be held accountable to upholding our policies around ethical behaviour, including safeguarding and whistleblowing. Managers at all levels have responsibilities to support and develop systems that create and 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.

## **Education Qualification and Professional Experience**

- Bachelor's degree in Climate Change, Environmental Science, Forestry, Civil Engineering, Architecture, Urban Planning, Natural Resource Management, Rural Development, Development Studies, Social Work or any other relevant disciplines. A Master's degree will be considered an advantage.

- Minimum of 3 years of progressively responsible experience in project coordination and implementation, preferably in climate resilience, sustainable housing, natural resource management, market systems development, or community development programs.
- Demonstrated experience working effectively with government institutions at federal, provincial, and local levels, as well as with communities, civil society organizations, private sector actors, and development partners.
- Experience in policy advocacy, stakeholder engagement, partnership building, and multi-stakeholder coordination will be highly desirable.
- Practical knowledge or experience related to bamboo value chains, sustainable construction practices, nature-based solutions, low-carbon housing, or climate-smart infrastructure will be considered a strong asset.
- Strong competencies in project planning, implementation, monitoring, reporting, and coordination, including experience in preparing technical and donor reports.
- Experience working with GEDSI-responsive and community-based approaches, particularly involving women and marginalized groups, will be an advantage.

### **Knowledge and Competencies**

- Strong understanding of climate change, climate resilience, nature-based solutions, and sustainable housing approaches, including both mitigation and adaptation dimensions.
- Good knowledge of Nepal's policy and regulatory environment related to housing, urban development, building codes, land tenure, forestry, and climate change.
- Excellent ability to build partnerships and work collaboratively across teams, institutions, government agencies, communities, and diverse cultural contexts.
- Proven capacity to manage multiple priorities simultaneously, work under pressure, meet deadlines, and deliver high-quality results.
- Strong research, analytical, facilitation, presentation, and negotiation skills.
- Excellent written and verbal communication skills in both English and Nepali, including the ability to prepare high-quality reports, policy briefs, and communication materials.
- Highly organized, detail-oriented, proactive, and self-motivated, with strong problem-solving and decision-making abilities.
- Demonstrated ability to apply creative and innovative approaches to program design, implementation, learning, and scaling.
- Proficiency in standard computer applications and project management tools.

**Habitat for Humanity Nepal is an equal opportunity organization. Women, persons with disabilities, marginalized and disadvantaged communities are highly encouraged to apply.**

**Application submission deadline is 14 July 2026**

**Human Resources Department, Habitat for Humanity Nepal**

*We strive to keep our recruitment process consistent and fair. Only shortlisted candidates will be notified.*