



JOB DESCRIPTION

Position: Associate - Reporting and Liaising
Job Locations: Dehradun, Uttarakhand
Reporting to: Project Manager
Experience: Minimum 1 year preferably in project or waste management.
Details: Full-time position for a minimum of one year. Starting salary: Rs. 17,000 p/m. (Additional allowances and incentives) Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Email applications will not be accepted. Applications should be filled online on our Google Form here . <i>Only shortlisted candidates will be contacted for further rounds of interview.</i>

Introduction

Waste Warriors is a registered society and non-profit solid waste management NGO, working in Dehradun, Dharamshala, and around the Corbett National Park region. We work through a combination of direct action, public awareness-raising, community engagement initiatives, and long-term partnerships with government bodies. We are currently recruiting an Associate - Reporting and Liaising, to work at our Dehradun office.

(This position is specific to a circular economy project in partnership with the United Nations Development Programme, India. The project team works with communities, Nagar Nigam, waste pickers and recyclers to develop systems for social and environmental impact while keeping the project's financial sustainability in mind.)

Responsibilities

1. Collect program activity data and project reporting on a monthly, quarterly and yearly basis to funders and other major stakeholders.
2. Design the data recording and collection systems for the project.
3. Liaise and build partnerships with government stakeholders, institutions, NGOs, brands etc as per project deliverables.
4. Support the Project Manager in budget management and basic accounts.
5. Monitor budget utilization regularly and prepare fund utilization certification in a timely manner.
6. Lead and monitor the construction of Uttarakhand's first Swachhta Kendra.
7. Support team to reach overall project targets.
8. Coordinate and delegate social media tasks for the project.

A Successful Candidate Will:

- Preferably have previous experience in the development sector.
- Have some prior experience in planning, development, and management.
- Have basic knowledge of waste management and is eager to learn more.
- Preferably have completed a college degree or vocational diploma.
- Have a genuine interest in working in the social sector.
- Be passionate about the environment and a cleaner India.
- Enjoy working with local and foreign volunteers, community members, and children.
- Be at least bilingual (must be able to speak English and Hindi fluently).

Key Skills & Attributes:

- Knowledge of Google apps (Docs, Spreadsheets, Slides, Drive) and willing to learn.
- Good record-keeping and analytical skills with attention to detail.
- Excellent people-skills and a great team-player.
- Open-minded and flexible.
- Ability to work independently with minimum supervision.
- Internet savvy, basic design skills, and social media skills.
- Hardworking, confident, and committed.
- Honest, trustworthy, and diligent.
- Good knowledge about government and institutional liaising.
- Have strong decision-making and problem-solving skills.

Start Your Application on our Google Form:

www.tinyurl.com/WWJob

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org