

## JOB DESCRIPTION

<b>Position:</b> Program Lead - UNDP Plastic Waste Management Programme
<b>Job Locations:</b> Dehradun
<b>Reporting to:</b> CEO, Head Office, Dehradun
<b>Experience:</b> Minimum <b>2-3 years</b> in Project/Program Management or Operations
<b>Details:</b> Full-time position for a minimum of one year. Starting salary: <b>Rs. 30,000 p/m</b> . Waste Warriors is an Equal Opportunities Employer.
<b>Application Procedure:</b> Email applications will <b>not</b> be accepted. Applications should be filled online on our Google Form <a href="#">here</a> . <i>Only shortlisted candidates will be contacted for further rounds of interview.</i>

*\* Note: This job description was updated on 24<sup>th</sup> February 2020.*

### Introduction

Waste Warriors is a not-for-profit NGO working in the field of waste management, working in the Dharamsala, Dehradun, and Corbett areas, conducting door-to-door collection, event waste management, education programs, awareness-raising, and advocacy. We are currently recruiting a Program Lead for our Dehradun project location to plan, implement, manage, and monitor our plastic waste management projects.

***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 plastic waste management, social and environmental impact, while keeping the project's goals financial sustainability in mind.***

### Responsibilities of the Program Lead:

1. Build partnerships with recyclers, bulk waste generators, aggregators to meet tonnage targets.
2. Lead and manage the Project and Operations team with day-to-day running of the project.
3. Liaison with similar organisations and government bodies to tackle solid waste management through innovative and feasible solutions.
4. Establish and manage the relationships with all relevant community and government stakeholders and third parties/vendors.
5. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
6. Work on expanding existing projects and on feasibility studies and meet budgetary objectives and make adjustments to project constraints based on financial analysis.
7. Evaluate, implement, and document all program activities using spreadsheets, diagrams and process maps.
8. Ensure compliance with organizational human resources policies and strategies, and optimal staffing of the program team and initiatives.
9. Oversight of recruitment processes and performance management systems ensuring link of job design with recruitment, goal-setting and performance management.

10. Track project performance, specifically to analyze the successful completion of short and long-term goals.
11. Attend conferences and training as required to maintain proficiency.

**A Successful Candidate Will:**

- 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 bilingual (must be able to speak English and Hindi fluently)
- Have prior experience in planning, development, and management
- Have a knowledge of waste management and eager to learn more

**Competencies and Attributes**

**CORE**

- Leadership - Ability to persuade others to follow; Ability to plan and act transparently and to actively work to remove barriers.
- People Management - Ability to improve performance and satisfaction; Model high professional standards and motivate excellence in others.
- Communication - Ability to listen, adapt, persuade and transform; Ability to gain trust of peers, partners, clients by presenting complex concepts in practical terms.
- Delivery - Ability to get things done while exercising good judgement; Ability to critically assess value and relevance of existing policy / practice and to contribute to enhanced delivery of services and innovative solutions.

**TECHNICAL/FUNCTIONAL**

- Business Development - Ability to network and develop partnerships with recyclers, bulk waste generators, aggregators.
- Resource Management - Ability to allocate organisational resources effectively and optimise their use on a regular basis and maximise their efficiency.
- Innovation - Ability to catalyze new ideas, methods and applications to pave a path for innovation and continuous improvement in professional areas of expertise.
- Promoting Organizational Learning and Knowledge Sharing - Ability to develop and/or participate in the development mechanism to promote individual and organizational learning and knowledge sharing.
- Promoting Accountability and Results-Based Management - Ability to provide inputs to the development of organizational standards for accountability and results.
- Design and Implementation of Management Systems - Ability to identify and recommend remedial measures to address problems in the system design or implementation.

Start Your Application on our Google Form:

[www.tinyurl.com/WWJob](http://www.tinyurl.com/WWJob)

For additional information, contact:

**Waste Warriors Society**

**Email:** [hiring@wastewarriors.org](mailto:hiring@wastewarriors.org)

Waste Warriors is registered under the Indian Societies Act 1860 - Number 243/2012-2013

Registered Address: 24 Pritam Road, Dalanwala, Dehradun, 248001

[www.wastewarriors.org](http://www.wastewarriors.org)