

JOB DESCRIPTION

Position: CEO (Cross functional organisation leader)
Job Location: Head Office, Dehradun, Uttarakhand
Reporting to: Executive Managing Committee (EMC), Head Office, Dehradun
Experience: Minimum 3 years in the leadership team of progressive org with a budget of 3-5 CR. or more.
Details: Full-time position for a minimum of 2-3 years. Competitive salary: Starting with Rs. 6-7 Lakhs annual package+benefits, further negotiable. Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Applications should be submitted via our Google Form. Email applications will not be accepted. Shortlisted candidates will be contacted for further rounds of interview.

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 govt bodies. This position is based in Dehradun, Uttarakhand.

Duties and Responsibilities

1. Responsible for formulation, planning, execution, and monitoring of short and longer range plans for implementation of NGO vision and mission.
2. Fundraising and revenue generation, for financing the vision of the NGO.
3. Create, develop, establish, and directly execute internal operating policies.
4. Ensure that effective and efficient systems and processes are in place in order for the NGO to achieve its strategic aims and objectives.
5. Coordinate the activities of the NGO and ensure effective, efficient and ontime implementation of the programs.
6. Ensure the sound recruitment and retention of high-quality staff and promote their ongoing development in line with the NGO objectives.
7. Develop strategies, policies and plans for consideration by the Executive Managing Committee.
8. Direct and participate in liaising with the Government and other local bodies to support overall NGO objectives and Swachh Bharat campaign.
9. Be responsible for all legal matters including Provident Fund, ESI, labour law, taxes etc.



An Ideal Candidate Will:

- Have a degree in business, administration, or management.
- Have a genuine interest in working in the social sector and be passionate about a clean India.
- Be multilingual (must be able to speak English and Hindi fluently).
- Have prior experience in strategic planning and development, personnel management and budget preparation.
- Be proactive and dynamic.
- Have a comprehensive knowledge of management (both operational and financial).

Key Skills/Attributes:

- Good leadership and change-management skills with strong personal presence, stature and self-confidence.
- Excellent team-building skills with the ability to motivate and engage staff and stakeholders.
- Capacity to develop and implement a robust strategic vision and ability to communicate that effectively to all members of the organization.
- Excellent organizational and staff management skills.
- Sound knowledge and understanding of information technology.
- Good written, presentation, and listening skills.
- Ability to work under pressure and on your own initiative.
- Ability to relate to people at all levels.
- Commitment to developing services and staff.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Strong training & facilitation skills.

Please view all our publicly available program reports on our website:

<https://wastewarriors.org/reports>

[Start Your Application on our Google Form here.](#)

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org