



## RESEARCH SUPPORT - OPERATIONS TRAINEE

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### ORGANIZATION OVERVIEW

Possible is a collaboration that develops and tests innovations to improve healthcare in Nepal. Our partnership is between an independent Nepal-based non-governmental organization and a US-based non-profit. Possible envisions a world where everyone, everywhere has access to high-quality healthcare rooted in evidence, inclusion, and equity. As such, we engage in rigorous and collaborative research and innovation to address evidence, implementation, and policy gaps in the equity, quality, and accessibility of healthcare. Our research endeavors and partnerships aim to address challenges in context and established needs, rather than for the novelty of research. We partner with community-based organizations, public and private sector academic institutions, and research organizations to leverage research and evidence to inform and implement innovative solutions to healthcare challenges in Nepal. For the last 15 years, we have been a leader in healthcare innovation in Nepal, with partnerships spanning several local and international institutions such as Kathmandu University, Harvard Medical School, the University of California San Francisco, the Mount Sinai School of Medicine, and the University of Washington.

### POSITION DESCRIPTION

Possible, a non-governmental organization registered in Nepal, is seeking a Research Support - Operations Trainee to provide operations support to the research and innovation function. If you are close to completing your bachelors or if you are a fresh graduate, the role of Research Support-Operations trainee can provide you the opportunity to gain experience in a real-life work culture and acquire necessary skills to build up your career path.

Reports to: Finance and Budget Officer

Location: Kathmandu

Works closely with: Research and Innovation team

### AREAS OF RESPONSIBILITY

The Research Support - Operations Trainee will be chiefly responsible for the following areas of work:

**1. Support day to day activities across various functions, including research and innovation**

- a. Carry out tasks set out as directed and determined by the Operations team.
- b. Support the team with general office duties including, but not limited to, receiving and directing visitors, data entry, handling vendor communications, filing and coordination.
- c. Assist the team members on general research project management and provide admin support as and when required.

**2. Assist up-to-date documentation within organization**

- a. Assist in managing the flow of paperwork related to research and innovation.
- b. Organize and archive both physical and e-copies of the documents.
- c. Label, sort and categorize documents for ease of use.
- d. Retrieve documents upon request.
- e. Work with various functions to ensure consistency of documentation practice across the organization.
- f. Ensure an integrity of the documentation liaising with various functions.
- g. Remove documents that are obsolete.
- h. Work closely with subject matter experts and team members to ensure accuracy and completeness of information.

**3. Provide support to the research team in Logistic coordination and communication**

- a. Assist and facilitate the team in logistic, inventory records and communication as required.
- b. Conduct the running tasks like collecting signatures from the Board on meeting minutes and other documents; dropping documents/reports to DOHS, MOHP, SWC, NHRC as relevant
- c. Support the logistics of the board meeting
- d. Attend research trainings/seminars and assist team with logistics support. This also includes logistic coordination and support during the implementation of the research activities in the field.
- e. Provide logistics assistance to the research projects, for example, bulk printing of documents, scanning and photocopying.
- f. Support in admin related task and assistance in financial work including bank visit, IRD visit etc.

The above list of responsibilities is not comprehensive and the Research Support -

Operations Trainee may be required to take on additional responsibilities, as determined by their line manager.

**Must Haves:**

- Commitment to Possible's Values, Mission & Vision
- Able to apply the concept of gender equity and social inclusion perspective into every aspect of their work
- Ability to work with a diverse team
- Strong commitment and motivation to learn and develop; and able to adapt to flexible working environment.
- Confidentiality: Ensure all the official data and documents are kept confidentially and are only shared with authorized team members
- Transparency: Provide clear updates to the relevant team regarding the status of tasks
- Basic knowledge of Gmail, Microsoft Excel (for data entry and simple tracking)

If you are interested in applying for this position, please email your CV and Cover Letter to [recruitment@possiblehealth.org](mailto:recruitment@possiblehealth.org) . Fresh graduates who are looking for a short-term placement after completion of their bachelor's degree (in any field) are encouraged to apply. Candidate should be a Nepali Citizen based in Nepal. Applications will be accepted on a rolling basis until filled. Please note that due to a large volume of applications, we may not individually respond to your application.