

TERMS OF REFERENCE (ToR)

Administrative Associate

Unit: Living Mountain Lab

ToR

About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500 km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile – and frontline to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international organisation established in 1983, that is working to make this critical region greener, more inclusive and climate resilient. For more information, read our [Strategy 2030](#) and explore our [website](#).

Position Overview

The Admin Associate plays a pivotal role in administrative coordination, event planning, and communication within the Living Mountain Lab. Working directly under the Outreach Specialist of the Unit, acting as the primary liaison for all administrative and logistics needs, this position aids the Unit team members in areas such as travel arrangements, meeting setup, and record-keeping. The role further supports generating reports, maintaining databases, and ensuring compliance with organizational policies.

Within the Unit, the Admin. Associate supports and collaborates with team members. In addition, the Admin. Associate works closely with units like Admin, Travel and Hospitality, and Human Resources and Organisational Development to execute seamless operations and effective communication both internally and externally.

The Admin. Associate coordinates and liaises with the different Strategic Groups, Action Areas, and Interventions across ICIMOD to ensure coordination and timely information flow to the unit.

Responsibilities

The Admin Associate for LML unit will be providing administrative and management support to deliver results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and as our [Medium-Term Action Plan V \(2023-2026\): Embracing Change and Accelerating Impact](#).

The Admin. Associate shall fulfil the following duties and responsibilities:

1. Administrative Support and Coordination

- Serve as the primary point of contact for all administrative and logistics matters within LML.
- Process procurement requests for fixed assets, field equipment, consumables, and stationery in compliance with organizational policies.
- Coordinate with Procurement, Travel & Hospitality, Finance, and other support units to ensure smooth operations.
- Manage administrative aspects of agreements, contracts, Letters of Agreement/Intent, and consultancy arrangements.
- Maintain effective communication channels between LML team members and internal/external stakeholders.
- Ensure timely processing of payments, approvals, and other administrative requirements.
- Support the logistical and administrative aspects of staff onboarding and offboarding, including workspace setup, equipment needs, and coordination with HR.

2. Event Planning and Coordination

- Plan and coordinate meetings, workshops, and events organized by LML.
- Arrange logistics including venue booking, catering, equipment setup, and participant materials.
- Manage event budgets and coordinate with Finance for timely processing of event-related expenses.
- Prepare meeting materials and ensure all necessary documentation is available
- Coordinate travel arrangements for workshop participants and visiting experts.

3. Resource Management

- Assist in monitoring and managing resources, including finances, materials, and equipment relevant to the Unit's activities.
- Collaborate with finance teams to track spending against budgets, highlighting any discrepancies and suggesting corrective actions as necessary.

4. Knowledge Management

- Establish and maintain a centralized repository for LML documents, publications, and research materials.
- Ensure proper filing of all unit documentation in ICIMOD's Document Management System.
- Support in preparing reports and maintaining project documentation.

5. Additional Responsibilities:

- Provide program support to Specialists, Technical Officers, and Senior Associates as directed by the Unit Head.
- Facilitate visitor tours of the Living Mountain Lab facility.
- Perform other duties as assigned by the Outreach Specialist to support LML's objectives.

Minimum qualifications and experience

ESSENTIAL

- A master's degree in management, business administration, or a relevant field with two years of relevant experience OR a bachelor's degree in the stated field with four years of relevant experience
- Proven experience in office administration and logistics management
- Excellent written and verbal communication skills in English and Nepali
- Proficiency in MS Office Suite and digital collaboration tools
- Strong organizational skills with ability to manage multiple priorities
- Experience in event planning, budget tracking, and maintaining databases
- Demonstrated ability to work effectively with diverse stakeholders

DESIRABLE

- Experience in international organizations or development sector
- Basic financial/bookkeeping experience
- Knowledge of gender, social inclusion, climate change, and biodiversity issues
- Experience in the HKH or other mountainous regions
- Additional language skills relevant to the HKH region

Reporting and supervising

The Admin. Associate will report to the Outreach Specialist and work in close collaboration with other team members of the LML, as well as the Strategic Groups and Units of ICIMOD as and where relevant.

Location

You will be working in a cross-cultural, impact-oriented environment at both at ICIMOD's head office in Lalitpur as well as at the Living Mountain Lab in Godavari, Kathmandu, Nepal depending on work needs. Occasional travel within the HKH region may be required.

Duration

One year with three months probation period. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is a local position for Nepali nationals only. The starting annual gross salary for this position is NPR 932,508/- (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund, and family/post adjustment allowance. Salaries and benefits at ICIMOD are competitive compared with other international organisations.

We offer a comprehensive benefits package which includes child/dependency allowances, insurances (medical, life and accidental), children's education grant for maximum 2 children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and day care facility.

ICIMOD's core values

These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future. These core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition.

Diversity, Equity, Inclusion and Safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all people, especially women from all parts of the Hindu Kush Himalaya region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct, by our staff, representatives, or stakeholders, is not condoned or tolerated.

Method of application

Applicants are requested to apply online before 2 July, 2025 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.