

Terms of Reference (ToR)

Robotics Teaching Associate — Robotics Program

About the Organization

Open Learning Exchange (OLE) Nepal is a social benefit organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.

Project Overview

OLE Nepal's Robotics Program trains public-school teachers and students to build and program robots using educational robotics kits and visual coding interfaces. The program fosters logical thinking, creativity, technical skills, and teamwork, preparing students for success in a tech-driven world.

About the Position

The Robotics Teaching Associate works closely with the Project Coordinator to plan, execute, and monitor the Robotics Program. The Associate independently leads workstreams in facilitation, documentation, logistics, and stakeholder coordination, and supports the Coordinator in keeping the program on track across partner schools.

Responsibilities

1. Project Coordination Support

- Work closely with the Project Coordinator to implement project plans, schedules, and activities.
- Serve as a primary point of contact between schools, teachers, and internal teams.
- Represent the program in meetings with schools, partners, and stakeholders; prepare notes and drive follow-ups.
- Monitor project progress, flag risks early, and contribute to problem-solving.
- Prepare progress updates and reports for stakeholders and management.
- Coordinate with the Social Media and Communications team by sharing field updates, photos, and success stories.
- Research and propose improved teaching pedagogies in robotics and digital learning.

2. Program Facilitation & Training

- Lead robotics workshops and classroom sessions with teachers and students under the Coordinator's guidance.
- Coach teachers and school focal persons to run the robotics program independently.
- Design and deliver engaging robotics activities and demonstrations.
- Provide on-site troubleshooting during school visits.
- Guide and mentor Teaching Fellows in their day-to-day facilitation work.

3. Documentation & Reporting

- Own documentation of school visits, training workshops, and events through written reports, photos, audio, and video.
- Develop tutorial guidelines and manuals for teachers and students.
- Maintain accurate attendance, participation, and feedback records across schools.
- Lead post-event evaluation and compilation of lessons learned.

4. Logistics & Resource Management

- Plan and coordinate logistics for school visits, training, and events.
- Oversee security, handling, and regular maintenance of robotics kits and equipment.
- Maintain an updated inventory of robotics materials and assist in procurement.
- Coordinate with vendors and suppliers for timely availability of resources.

5. Event & Challenge Support

- Co-lead planning and execution of Robotics Challenge events and related programs.
- Drive participant engagement through interactive sessions and networking activities.
- Manage pre-event preparation (materials, communication, registration) and on-site operations.
- Document outcomes and feedback from events to inform future improvements.

Requirements

- Bachelor's degree completed in Education, STEM fields, or related disciplines.
- Demonstrated interest in education, technology, or engineering, ideally with prior facilitation, teaching, or program-coordination experience (paid, internship, or volunteer).
- Strong written and verbal communication skills in English and Nepali.
- Familiarity with robotics, programming (block-based or text-based), or digital learning tools.
- Willingness to travel frequently to Lalitpur-based schools and occasionally to other districts.
- Ability to take ownership of workstreams, work collaboratively, and step up into leadership responsibilities when required.
- Organized, proactive, and adaptable, with strong attention to detail.

Application Process

Step 1 — Application Submission

Submit your cover letter and resume via email with the subject as "Application for Robotics Teaching Associate" to jobs@olenepal.org by June 20, 2026. Ensure your documents comprehensively reflect your latest qualifications and experience relevant to the position.

Step 2 — Initial Assessment

Our team will review applications to shortlist candidates. This includes phone interviews to narrow the candidate pool. Selected candidates will then be invited for possible in-person interviews.

Step 3 — Awaiting and Response

If shortlisted for an in-person interview, you will receive a notification via email with the interview date and time. Please confirm your attendance or raise any concerns by the specified day before the interview date.

Step 4 — Physical Interview

The in-person interview involves discussions with team members engaged in related projects. You may also be asked to complete a short assignment relevant to the role. For more information, visit www.olenepal.org.

Step 5 — Final Selection and Onboarding

Successful candidates will receive an offer letter via email outlining the next steps for onboarding. Please respond by the indicated Close of Business (COB) to confirm acceptance and prepare for onboarding.

On your joining date, submit the following in soft-copy only (digital copies): Updated CV, Nepali citizenship, Qualification certificate, PAN card (income tax registration), Clearance/experience letter from your last employment and Police Report . Also have a professional digital photo ready for inclusion on our website's team page.

If you are not selected, we encourage you to stay connected with OLE Nepal for future opportunities. Please visit our website's 'Get Involved – Work With Us' section for updates on future engagements.