

Terms of Reference (ToR)

Position: Robotics Teaching Associate

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.

We are a team of social workers, educators, designers, developers, and individuals dedicated to leveraging technology to improve the quality of education in public schools across Nepal. To learn more about our team, visit: <https://olenepal.org/our-team/>

Robotics Project

This project offers an exciting opportunity to work alongside experienced professionals and expand your knowledge and skills in the field of teaching, learning.

Position: Teaching Associate (Robotics Program Facilitator/Documentation Fellow)

The person will help in documenting the progress and outcomes of the Robot Programming workshops while also taking charge of facilitating engaging sessions for young school students.

Responsibilities:

- Make tutorial guidelines for the teachers/students for future reference. (Which includes making audio, video, and text documentation.)
- Looking after logistic management during school visits.
- Travel to Lalitpur-based schools on a periodic basis to oversee program progress.
- Assist and support teachers and students in running the robotics program.
- Write reports of school visits.
- Ensure security of office equipment including Robotic kits and their maintenance.
- Support management and implementation of robotics challenge events and any other project related tasks

Requirements:

- Recent graduates in any discipline, preferably with an interest in education, technology, or engineering.
- Strong communication skills and enthusiasm for working with school students.
- Willingness to travel to local schools and engage directly with teachers and students.
- Basic familiarity with robotics, programming, or digital tools is a plus (training will be provided).
- Commitment to learning and contributing to a collaborative team environment.

Application Process

- Step 1 - Application Submission:
 - Please submit your cover letter, resume, and supporting documents via email to jobs@olenepal.org by **[July 05, 2025]** . Ensure that your documents comprehensively reflect your latest qualifications and experience relevant to the position.
- Step 2 - Initial Assessment:
 - After receiving your application, our team will review your documents to shortlist candidates. This process includes phone interviews to further narrow down the candidate pool. Selected candidates will then be invited for possible in-person interviews.

- Step 3 - Awaiting and Response:
 - If you are shortlisted for an in-person interview, you will receive a notification via email. The email will detail the interview date and time. Please confirm your attendance or address any concerns by the specified day before the interview date.
- Step 4 - Physical Interview:
 - The in-person interview will involve discussions with team members engaged in related projects. You may also be asked to complete a short assignment relevant to the role. For additional information, please visit our website at 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 to the offer by the indicated Close of Business (COB) to confirm your acceptance and prepare for onboarding.
 - On your joining date, please submit your necessary documents in soft copy only(digital copies), including a police report, academic certificates, national identification, PAN, and proof of resignation from your previous job (if applicable). Additionally, 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 O.L.E. Nepal for future opportunities.

Please visit our website's 'Get Involved – Work With Us' section for updates on future engagements.