

VACANCY ANNOUNCEMENT

(Position: Executive Director, CREEW)

[Issued on 6th April, 2026 (23 Chaitra 2082); **Deadline: Sunday, 26th April 2026 (13 Baisakh 2083)**]

1. Background

Center of Research for Environment, Energy and Water (CREEW) was established in 2008 as a non-profit non-governmental organization, and is located in Baluwatar, Kathmandu, Nepal. It is one of the leading research organizations for development dedicated to advancing research, policy dialogue, capacity development, and innovation in the fields of environment, energy, and water resources. CREEW works closely with government agencies, academia, development partners, and communities to promote sustainable and climate-resilient development. It mainly strives to work in six thematic areas- Groundwater & Surface Water; River Basin & Ecosystem (including Cryosphere); Integrated Waste Management and Resource Recovery; Climate Change & Resilience; Green Energy; and Environmental Health & WASH. CREEW also runs a small-scale laboratory for measuring chemical and microbiological water quality parameters, among others, and generates financial resources through projects, and manages its operational funds through projects.

Among various events conducted by CREEW, the annual [National Groundwater Symposium](#) (as a part of the Nepal National Glacier, Water and Weather Week (NNGWWW) in March) and the annual [Research Grant Program](#) (targeted to Master's Thesis students), are its flagship events.

CREEW solicits Expression of Interest (application) from qualified, dynamic, and visionary Nepali professionals for the position of **Executive Director**. The tenure of Executive Director will be initially for 2 (two) years with the possibility for renewal subject to satisfactory performance.

2. Job Description

The Executive Director will provide strategic, technical, and administrative leadership to CREEW, as an operational head of the organization. The Executive Director will report to and work directly under the Executive Committee/Board of CREEW. Key responsibilities include:

- Provide overall leadership and vision for the organization.
- Develop and implement strategic plans, policies, and programs.
- Develop and implement annual action plan and activities.
- Develop and lead research and innovation initiatives (including project/proposal development and implementation) in environment, energy, and water sectors.
- Strengthen partnerships with government, academia, private sector, international organizations and national and international experts for business development and outreach.
- Mobilize resources and manage donor relations to strengthen financial health of the organization.
- Oversee financial management, administration, and human resources.

- Ensure high-quality outputs, publications, and policy engagement.
- Represent CREEW at national, regional, and international forums; disseminate CREEW's activities; and forge strategic partnerships.
- Promote interdisciplinary collaboration and knowledge sharing.
- Ensure smooth implementation of projects and programs.
- Maintain compliance with relevant Government institutions and policies during implementation of projects and programs.

3. Required Qualification, Experience, and Competencies

The potential candidate is expected to have the following qualifications and experience:

- PhD (preferred) or Master's degree in Environment, Water Resources, Climate Change, Engineering, Natural Resources Management, or a related field.
- Minimum of five (5) years of relevant professional experience.
- Leadership experience (preferred) in research institutions, universities, NGOs, or international organizations.
- Strong track record of research, publications, and project management.
- Experience in policy engagement and stakeholder coordination.
- Demonstrated experience in fundraising and resource mobilization.

The potential candidate is expected to have the following competencies:

- Strategic thinking and leadership.
- Ability to create an enabling, inclusive work environment.
- Strong communication and interpersonal skills.
- Ability to lead multidisciplinary teams.
- Excellent analytical and problem-solving skills.
- Experience in managing programs and budgets.
- Strong network at national and international levels.

4. Salary and Benefits

The compensation package will be based on candidates' qualifications, experience, competencies, and organizational rules.

5. Application Submission

Interested candidates are requested to submit an application with the following documents (**all as a single PDF in the following order**) by 26th April, 2026 (13 Baisakh 2083) by email at vacancy@creew.org.np with Subject "**Application for the Position of Executive Director at CREEW**".

- Cover letter (addressed to ED Recruitment Committee, CREEW) outlining suitability for the position
- Statement of vision and action plan for leading CREEW (maximum 3 pages)
- Updated Curriculum Vitae (CV)
- Copy of Citizenship

- Copies of academic certificates (Bachelors onwards)
- Details of at least two referees (name, designation, affiliation, email, phone)

Note: Submission of application in the email other than that specified above will not be considered. Multiple applications submission by a single candidate is not encouraged.

CREEW is an equal opportunity organization. Qualified Nepali candidates from diverse backgrounds, including women and underrepresented groups are strongly encouraged to apply.

6. Application Evaluation and Selection Process

The initial evaluation and shortlisting will be based on the required qualifications, experience and competencies mentioned above. Only shortlisted candidates will be contacted for further selection processes, including presentation and interview.