



Admin-Finance and Programme Coordinator

- **Vacancy for:** 1
- **Posted on:** Nov. 18, 2018
- **Deadline:** Nov. 25, 2018, 5 p.m.

Duty Location: Kathmandu (With frequent field visits)

Expected Start Date: December, 2018

The Admin-Finance and Programme Coordinator will be an integral member of the Programme and Admin Finance team. The position will work in close coordination with Admin, Finance and Programme teams.

Key Responsibilities:

Following are the main duties to be performed by this position:

Admin & Finance Support - 30%

- Coordinate day to day office/programme logistics and administration work such as reservations, ticketing, travel tracking etc. related to training, events, field visits, etc.
- Process procurement requests
- Manage petty cash
- Process Tax entries (E-TDS), deposits and verifications.
- Assist in online payroll entries
- Provide backstopping support on keeping up-to-date of documents, files, databases and activities relating to admin/finance/HR

Programme Support - 70% time

- Regular update of Sakcham' s deliverables, work plans and other documentation
- Compile monthly/quarterly/annual updates from component leads and prepare the draft reports for submission to the Programme Support Manager
- Support in relationship management with DFID, Steering Committee and other stakeholders
- Participate in meetings and prepare meeting minutes
- Support in development of dissemination materials (reports, PowerPoints, etc)
- Manage the structuring and filing of all official Sakcham documents on the 'cloud'.
- Ensure proper storage and filing of program management correspondence with the Steering Committee/DFID and other counterparty agencies.
- Develop and maintain a database of the project for regional and local experts and of project stakeholders and beneficiaries.
- Support in preparation of internal audits; reviews and assessments studies by working closely with other components of the Sakcham programme
- Manage field offices to ensure their contribution to the programme
- Support Technical Teams in prepares of reports, proposals, case studies, etc.
- Coordinate with Technical Teams to ensure timely submission of deliverables as per the agreed workplan
- Assume other responsibilities as assigned by the supervisor

Reporting:

Candidates will report to

- Programme Manager
- Finance & Administrative Manager

Minimum Qualifications and Experiences

- Minimum Bachelor's degree in relevant field, Masters' degree in business administration, economics.
- 2 years of working experience in the relevant field. Priority will be given to candidates having working experience in financial service sector/ relevant donor funded programmes.
- Excellent communication skills in English and Nepali, both in writing and speaking.
- Ability to work in tight deadlines and prioritise tasks.
- Nepalese national, able to travel within Nepal.

Applying Procedure

An attractive remuneration package, commensurate with experience and qualifications will be offered to the right candidate for the above-mentioned position. Interested candidates should submit their curriculum vitae with a cover letter stating the motivation for applying and salary expectation at recruitment@sakchyam.com.np. Female candidates are encouraged to apply. The deadline for receipt of applications is **5 PM** Nepal local time, **November 25, 2018**.

Generated By

