



Challenge Fund Manager

- **Vacancy for:** 1
- **Posted on:** July 11, 2018
- **Deadline:** July 23, 2018, 11:59 p.m.

Duty Station: Kathmandu, Nepal (with extensive travel in Nepal)

LOE: Full time

Start Date: August 2018

Role:

The role of the Challenge Fund Manager is to design and manage a Challenge Fund that attracts applications from training providers, community based organisations, associations and companies within the targeted key sectors to promote skills development.

Key Tasks:

The key responsibilities of the Challenge Fund Manager:

- Work with the Skills and Migration Component Leads to define the target market for the Challenge Fund consistent with the programme's policies and objectives;
- Conduct focused promotion and marketing of the Challenge Fund among target organisations within the key sectors to attract interest in bidding for Challenge Fund grants;
- Guide bidders to seek funding through all stages of the bidding process to ensure they meet the eligibility criteria and provide the information needed to enable project proposals to be properly appraised and assessed;
- Review, appraise and filter all applications to ensure only eligible and complete proposals are considered for funding;
- Maintain the Challenge Fund Database and consolidate information required for reporting purposes;
- Ensure the policies and procedures as outlined in the Challenge Fund Operations Manual are applied consistently;
- Ensure work plans for the operations of the Challenge Fund including schedules of bidding rounds are implemented in a timely manner;
- Advise bidders of the decisions of the Independent Assessment Panel and conduct negotiations with successful bidders prior to concluding contracts;
- Undertake due-diligence on all successful partners with approved projects;
- Assist and facilitate the conclusion of grant agreements with all successful bidders for the provision of funding and implementation of approved projects;
- Liaise with Louis Berger home office on applications approved and payments to grantees;
- With the MEL Director, manage the collection and carry out all necessary monitoring and evaluation activities on funded projects to ensure effective monitoring of the progress and evaluate effectiveness of the Challenge Fund and projects funded;
- Prepare quarterly expenditure claim forms from partners, and, forecast monthly disbursements;
- Undertake internal audits and spot checks on partners; compare these with statutory annual project audits;
- Request and review quarterly and annual reports;
- With the Communications and Outreach Team promote the achievements and successes of the Challenge Fund

Support:

The Challenge Fund Manager will receive advisory support from the Challenge Fund Director, and will work closely with the Component Leads and the Leadership Team.

Reporting:

- Candidate will report to the Challenge Fund Director/Team Leader.

Minimum Qualifications:

- Masters degree in any of the following: Business Studies, Financial Management, Human Resource Management, Education & Vocational Training (TVET) or related subjects;
- Managerial experience (5+ years) with working in the private sector companies operating within the key sectors (ICT, Hospitality/Tourism, Agriculture, Light Industry, Construction, Hydropower), specific fund management or programme implementation with international donors or NGOs; and skills development programmes with training providers, employment brokers.
- Knowledge of market development approach and M4P principles
- Excellent communication skills (written and verbal) in English and Nepali

- Knowledge of one or more of the Key Sectors (ICT, Hospitality/Tourism, Agriculture, Light Industry, Hydropower) in Nepal.

Applying Procedure

Interested applicants are requested to send their CVs and a cover letter to SEP_Recruitment@louisberger.com by **Monday, July 23, 2018.**

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