



Early Childhood Development Education (ECDE) “ Project Coordinator

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 23, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : senior
Job Location : okhaldhunga
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

This is an autonomous role and so requires a confident person who is able to work well alone and is able to make reactive and proactive decisions. Other essential criteria is as follows:

- Experience in facilitating meetings
 - Experience in providing feedback to people in a culturally appropriate way
 - Teacher/trainer experience
 - Experience of working with children
 - Demonstrated ability to understand and work with curriculums
 - Ability to work independently and Trustworthy
 - Demonstrated experience influencing and building strong relationships with people
 - Knowledge and skills of using Microsoft office package
 - Good communication skills in both Nepali and English
 - Ability to write reports and documentation of information such as records/minutes of meetings
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Job Description

This is an exciting opportunity to join a progressive organization and assist in the establishment of a new position overlooking the growth of an important area of childhood development in Okhaldhunga. VIN's overall objective is the empowerment of marginalized communities. Early childhood is the most significant period of learning for every human being and the right of every child. VIN is seeking a confident, intelligent and passionate person to join them in the path of creating equality and a better world for Nepal.

- The main function of this job is to coordinate the program: support ECD teachers and the volunteer teacher-aides throughout Okhaldhunga, facilitate meetings, liaise with VIN, monitor the project and ensure that all centres are functioning well
- Coordinate ECD project- Coordinate, communicate and monitor ECD center establishment in communities, teacher selection, management committee formation and coordinate with DEO
- Support ECD teachers – Provide support to smoothly run ECD centers
- Regular visit to ECD centers, monitor the classrooms, interact with teachers and supervise regular teachers and volunteer teachers
- Facilitate meetings- Facilitate regular meetings with teachers, management committee and parents
- Reporting- develop monthly report and report back to VIN monthly on the programs progress.
- Project coordinator will be Responsible to District program coordinator Okhaldhunga

If you are passionate about human rights, equality and childhood development and are a proactive, independent and patient person then you may be perfect for this job!
VIN strongly encourages local people, female candidate, applicants from dalit, janajati and marginalized ethnic groups.

To Apply,

Email an application addressing your motivation for job and a copy of your resume with the contact details of two references to info@volunteersinitiativenepal.org before **23rd August,2016**.

OR ,

Applying Procedure

Apply Link : <https://merojob.com/early-childhood-development-education-ecde-a-project-coordinator-2/>

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