



Field Coordinators

- **Vacancy for:** 5
- **Posted on:** Jan. 9, 2018
- **Deadline:** Jan. 25, 2018, 5 p.m.

Duty Location: Nepalgunj (2 positions), Dadeldhura (2 positions), Itahari (1 position)

Expected Start Date: February 2018

We are seeking Field Coordinators for our regional offices in Nepalgunj, Dadeldhura and Itahari who will be supporting Sakcham's partners in implementation in the field. We are looking for candidates who are motivated, interested in development, open to innovative ideas and technology, efficient, eager to learn and a team player.

Key Responsibilities :

It is envisioned that the Field Coordinators will be responsible for the following tasks:

- Support and oversee the day-to-day implementation of Supported partners in the field
- Explore and coordinate with partner and provincial/regional/ district level agencies for technological inputs, skill /enterprise training required by Sakcham beneficiaries/MSMEs
- Provide constructive supervision to implement, monitor and evaluate work plans and monitoring & evaluation mechanisms
- In close coordination with the Technical and Component Leads, provide technical and operational support and supervision, including conducting training to partners
- Ensure proper financial, logistics and information management systems and control mechanisms are in place and adhered to in line with Sakcham/ Louis Berger's in-country and global policies
- Review and ensure timely submission of finance and logistics reports from the field site as required
- Explore new interventions or enhancements to the activities of existing projects that are likely to support in delivering the better Programme results
- Establish first point of contact relationship with Investment Partners' field offices and provide necessary capacity building support to the staff involved in project implementation
- Assume other management tasks determined by the supervisor

Specific activities and deliverables for this position will be determined on an annual basis as per the work plan.

Reporting:

Candidates will report to the Regional Field Coordinators in Nepalgunj, Dadeldhura and Programme Support Manager in Kathmandu. In some cases, candidates may report directly to the appropriate Technical and Component Leads.

Minimum Qualifications:

- Bachelor's degree in relevant field
- Preferred experience in social-economic survey, monitoring of inclusive finance or similar development projects
- Mid-level similar experience (3+ years) implementing programmatic interventions, using best practices, to better financial inclusion and literacy in rural Nepal
- Experience working with financial service providers (e.g., microfinance institutions, cooperatives, banks, government and non-government projects) on similar issues
- Preferred experience with DFID projects, frameworks and undertaking of technical and economic indicators
- Preferred experience in rural regions of Nepal, with extensive experience in the Far and Mid-West, and Eastern Regions
- Strong communication skills, ability to work in tight deadlines, holder of valid two-wheeler driving license
- Nepalese national able to live and travel throughout Nepal

An attractive remuneration package, commensurate with experience and qualifications will be offered to the right candidates for the above-mentioned positions.

Applying Procedure

Interested candidates should submit their curriculum vitae with a cover letter stating the motivation for applying, salary expectation and a copy of their Nepalese citizenship certificate to recruitment@sakchyam.com.np. Female candidates are encouraged to apply. The deadline for receipt of applications is 5 PM Nepal local time, **January 25, 2018**.

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