



Head Of Programme- Inclusive Education

- **Vacancy for:** 1
- **Posted on:** Jan. 2, 2018
- **Deadline:** Jan. 16, 2018, 11:55 p.m.

Kathmandu, Nepal
Competitive Salary
Fixed Term, 3 years
Full Time, 35 hours per week

Role overview:

Lead VSO Nepal in effectively delivering an innovative, ambitious, visible, and evidence-based Inclusive Education Programme, in accordance with the new context in national and global educational priority and direction and actively participate in key relevant development and management concerns of the country office based on the country's Strategic Plan and direction. To lead on strategic and results-based programming, capacity strengthening of staff and build strong partnerships and relationships at a strategic level with a range of key partners including line ministries, donors, other international and local NGOs, and communities and work towards obtaining external funding for VSO's Inclusive Education and other relevant programmes.

Skills, Qualifications, and Experience Required

Qualification and Experiences:

- Master's Degree in Education, Education and Development or International and Comparative Education, with minimum 7 years experiences including at least 5 years of leadership position in education program; handling multiple projects, including fundraising experience with international organization(S)

Technical:

- Ability to develop and deliver learning and development. Initiatives. Able to develop new proposals and concept notes aligning with IE Signature Programme in close coordination with business pursuit and program quality & development team.

Performance management support :

- Experience of performance management of programme staff at an operational level. support staff within a complex organisation. Ability to lead, develop, motivate, coach and support a high performing team. Ability to lead and take difficult decisions. Demonstrable commitment to delivering excellent customer service.

Teamwork :

- Excellent team working and relationship building skills; experience working collaboratively as a member of a Management Team, and of building partnerships in a multi-cultural environment.

Support Services:

- In-depth knowledge of the full range of administrative and logistical services, including systems and procedures.

Information Technology:

- Good level of computer skills (Windows, Excel, PowerPoint, Word, Outlook, and Internet).

International Development:

- Understanding of the role of international development, more specifically volunteering in Country. Knowledge and experience of local laws governing operations of International Non-Government Organisations, employment of employees and contractors.

Communication Skills:

- Excellent written and spoken English. Ability to negotiate and maintain relations with government offices. Excellent interpersonal skills, able to influence and coach and ability to build partnerships and relationships in a multi-cultural environment. Experience of cross-cultural working and an understanding of issues of diversity.

Work Management and Problem Solving:

- Self-organized with the ability to manage time and tight schedules, working effectively under pressure

- Ability to work on own initiative, with a creative approach to problem-solving. Strong level of attention to detail

Financial Management:

- Strong financial management skills (including the ability to understand and work with restricted and unrestricted funds concepts, and project funding issues); understanding of financial management policy and excellent budget monitoring and management skills.

Commitment to VSO's values:

- Flexibility to adapt to new situations, with a positive attitude to working in an international organization. Able to travel occasionally and spend time away from base and home.

Desirable:

- Experience working with International Non-Government Organisations and with Government Officials.
- Knowledge of Country employment laws.
- Project management experience.
- Information Technology networking/ hard and software application installation and troubleshooting.

Eligibility: Nepalese

Contract: National

Applying Procedure

If you're interested in applying for this role, please download the job description to read more details about the position and the skills and experience we're looking for.

To apply for the position click the link: http://vso.force.com/jobopportunities/Job_DetailsPage?jid=a0mD000000BrIfR and complete all relevant fields on the online application form then submit your application online by **16th January 2018**.

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