

# Local Coordinator Consultant



- **Vacancy for:** 1
- **Posted on:** June 20, 2018
- **Deadline:** June 27, 2018, 11:55 p.m.

## Basic Job Information

Job Category : NGO / INGO / Social work  
Job Level : Mid Level  
Employment Type : Full Time  
Offered Salary : Negotiable

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## Job Specification

Education Level : Graduate (Masters)  
Experience Required : More than or equal to 5 years

## Other Specification

- Must have Master's degree in public health or social sciences
  - Must have minimum five to seven years of experience working in community level programs in Nepal, preferably in coordination and documentation roles
  - Must have strong interpersonal, communications, and time management skills
  - Must have experience working in teams, including with Government of Nepal (GON) officials
  - Previous experience with USAID is highly preferred
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## Job Description

- Coordinate with the lead authors of each of the five papers to ensure communication among them and with the lead editor
  - Schedule regular and ad hoc meetings, which includes preparing agendas, notifying team members, and assembling background informational materials
  - Record, file, and distribute meeting notes
  - Ensure smooth workflow and the timely completion and submission of draft papers
  - Coordinate closely with the editor to ensure their timely receipt of the five draft papers
  - Perform other duties as assigned
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## Applying Procedure

Interested qualified applicants are requested to apply by **June 27, 2018** through following link:  
<https://careers-camris.icims.com/jobs/3706/local-coordinator/job>

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