



Organizational Development Manager

- **Vacancy for:** 1
- **Posted on:** Jan. 31, 2018
- **Deadline:** Feb. 16, 2018, 11:55 p.m.

Basic Job Information

Job Category	: NGO / INGO / Social work
Job Level	: Mid Level
Employment Type	: Contract
Job Location	: Kathmandu
Offered Salary	: NRs. 40,000 - 55,000 Monthly

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than or equal to 2 years

Other Specification

Key Competencies

- To perform the job successfully, the candidate should demonstrate all / some of the following competencies:

Role Specific Competencies:

- **Organizational Skills:** Perform office and administrative duties (Screening calls, managing calendars, scheduling meetings and event arrangements)
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Team Building:** Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.
- **Decisiveness:** Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
- **Written Communications:** Writes in a clear, concise, organized, and convincing manner for the intended audience.
- **Influencing / Negotiating:** Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

Foundational Competencies:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost- effective results. Complies with established control systems and rules.
- **Interpersonal Skills:** Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
- **Public Service:** Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.
- **Continuous Learning:** Assesses and recognizes own strengths and weaknesses; pursues self- development.

Experience & Qualifications

Studies:

- MBA or Master's degree in Communications, Journalism, Social Science (or equivalent)

Previous Experience:

- Programme / Project management experience
- Proven track record of providing day to day support / assistance to executive / senior level members in organisations

Skills:

- Advanced level MS Office Package (Excel, Word, Powerpoint)

Languages:

- English: Advanced Level (written, reading and spoken)
 - Nepali: Advanced Level (written, reading, spoken)
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Job Description

Reports To: Executive Director

Location: The role will be based on Kathmandu, but the applicant should be willing to travel locally and abroad from time to time.

Type of Contract: Initially two year (extendable at VIN's discretion)

The Organizational Development Manager role works directly with the Executive Director, and is responsible for performing a number of high level administrative and coordination duties. This is a highly visible management level assistant position, with 7 direct reports, which aims to enhance the Executive Director, and also the team's, effectiveness by providing information management and coordination support. This role must have the ability to work well with all levels of internal management staff, external organisations and NGOs. Sensitivity to confidential information might be required

Responsibilities & Duties

Team Management & Coordination:

- Overview and coordination of team's plans and projects
- Tracking of plans, deliverables and risks
- Reporting of achievements and challenges
- Read reports prepared by staff, and other organizations, and summarize them for the Executive Director
- Help develop a long term strategic plan and sustainable ways of working for the organisation
- Document & organize all documentation maintained and used by the organization
- Manage and administer the office's day to day activities and workplace as necessary

Support to Executive Director:

- Calendar management and scheduling (appointments, interviews, meeting, travel and events)
- Act on behalf of the Executive Director (by phone, email & letters), with other organisations, staff and volunteers
- Attend meetings with the Executive Director. Note taking. Presentations preparation
- Identify and contact like-minded organizations for potential new business opportunities and collaborations

Branding & Communications:

- Update VIN's website and social media contents based on current achievements and future plans
- Write/edit daily news
- Prepare promotional materials and documentation for external purposes and community support (ie leaflet, videos, etc.)

TO APPLY:

If you are interested in the role, please send your most updated CV and Covering Letter to career@volunteersinitiativenepal.org no later than **16th February 2018**.

If you want to know more about our company please have a look on our website <https://www.volunteersinitiativenepal.org/career-with-vin/>

Applying Procedure

Apply Link : <https://merojob.com/organizational-development-manager-2/>

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