



Program Associate

- **Vacancy for:** 1
- **Posted on:** Nov. 13, 2018
- **Deadline:** Nov. 25, 2018, 11:55 p.m.

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu, Central Development Region, Nepa
Offered Salary : NRs. 15,000.00 - 20,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 2 years
Professional Skill Required : Fluent English, Computer Operation

Other Specification

- Must have completed Bachelor In Social Sciences (Or Other Relevant Studies) diploma or higher
- Candidate should be self- motivated, capable of managing work independently, have good understanding of NGOs, and using and creating online content, particularly blogs and social media
- Must have 2+ years of work experience (*Motivated newcomers are welcome to apply)
- Fluent in spoken and written English
- Strong writing and editing skills
- Nepal-based
- Proficient in use of spreadsheets and databases; eager to learn new platforms.
- Knowledge of office administration and management
- Affinity with SEO and Readability scores
- Research ability and fluency in IT and computer applications
- Database management skills

Preferred:

- Some international experience and understanding of NGOs
 - Basic knowledge of proposal writing
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Job Description

- Understand the ProposalsforNGOs model, products and services
 - Carry out daily scans and compile market intelligence of relevant online and emailed alerts and RSS feeds worldwide of interest to NGOs using the online platform
 - Carry out weekly online searches using pre-determined keywords compiling a list of online resource links
 - Summarize information and market intelligence identified in short, easy to understand, reports
 - Suggest improvements to management on the presentation of information and resources, as well as IT organization
 - Monitor web traffic related to information and resources published
 - Moderate online user comments and reply to customer queries
 - Assist Program Officer to coordinate company related administrative tasks covering Nepal
 - Carry out research and management functions as required
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Applying Procedure

Please email a cover letter (1 page) and CV (2 pages max) in MSWord or PDF format to programs@proposalsforngos.com with the subject line “**Program Associate**” and your name. Applications by email only, no applications will be accepted by mail. The cover note should clearly state why you think you are qualified to take up this job in light of Proposals for NGOs products and services. Do not send any supporting materials or other documents.

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