



## Program Director

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Oct. 3, 2015, midnight

### Basic Job Information

Job Category : NGO / INGO / Social work  
Job Level : senior  
Offered Salary : None

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### Job Specification

Education Level : Graduate (Masters)  
Experience Required : Not Required

### Other Specification

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### Job Description

**Background:** Volunteers Initiative Nepal (VIN) is a non-governmental and non-profit community development volunteer organization (NGO). VIN aims to promote equality, economic wellbeing and basic human rights through enhanced educational programs and community training.

VIN adopts an integrated, participatory community development approach for the well-being of the community. It works with both local and international volunteers, implementing different kinds of programs and activities under its five major projects: 1. Women's Empowerment: Women's education & life skills development, Microcredit, Entrepreneurship development 2. Public Health & Medical Care 3. Environment, Conservation & Cultural Biodiversity; 4. Children's Development Early Childhood Development Centers (ECD), Children's clubs, Child Sponsorship, Creating Child-friendly environment, 5. Youth Empowerment

We are looking for an experienced & suitably qualified Nepalese citizen for the position of Program Director.

#### Summary of job description

The Program Director will be responsible for the overall design, management, coordination and implementation of sustainable, integrated community development initiatives in rural communities of OKhaldhunga and Kathmandu. Responsible to the Executive director, you will work towards pre determined objectives, promoting the values of the organization. It will be your job to empower and manage staff including Nepali and international volunteers and dealing with both budgets and expenses. This is an exciting position well suited to someone who is highly motivated and committed to benefitting the community.

#### Roles and responsibilities

- Provide Leadership and guidance for staff
- Manage community programs
- Write grant proposals and submit to the relevant organizations.
- Prepare fundraising plans and implement them.
- Help Executive Director (ED) to design and implement a strategic plan for the organization.
- Design and implement program policies.
- Get approval for projects from the authorities before implementation.
- Develop an effective internal and external communication system.
- Empower employees and volunteers to create effective team.
- Build a good rapport with national and international organizations (I/NGO /GOs/ CBOs)
- Prepare reports for VIN and funding organizations.
- Develop a long term revenue strategy so that organization can sustain provide sustainable support for community projects and staff

- Follow sustainable development approach while designing and implementing any program in the communities.
- Implement program targeting the most marginalized / disadvantaged communities.
- Maintain transparency of all activities including financial issues.

**Terms & condition:** Initially one year (extendable at VIN's discretion) position based in Kathmandu: frequent field visit Okhaldhunga, Nuwakot, Dolakha and the wider Kathmandu area.

### **Required Qualifications**

#### **Essential**

- Masters in development Studies or Equivalent (Ph.D preferred)
- Excellent project management skills
- Must be proactive & result oriented
- Willing to make frequent visits to rural communities to work with the disadvantaged
- Proven track record on grant writing
- Excellent training & facilitation skills
- Documentation & report writing
- Sound in written and spoken English and Nepali
- Excellent computer skills.
- Willing to work for the disadvantaged communities

#### **Desirable**

- At least five years working experience in similar field
- Integrated community development design & management experience
- Positive Outlook

**Salary:** Rs. 50,000 + / Negotiable

#### **TO APPLY,**

Application should include CV and a covering letter. Please send both by email to: [career@volunteersinitiativenepal.org](mailto:career@volunteersinitiativenepal.org)

Only Shortlisted Candidates will be contacted.  
[www.volunteersinitiativenepal.org](http://www.volunteersinitiativenepal.org)

**OR,**

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#### **Applying Procedure**

Apply Link : <https://merojob.com/program-director/>

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