



Program Manager

- **Vacancy for:** 1
- **Posted on:** Dec. 8, 2017
- **Deadline:** Dec. 22, 2017, 5 p.m.

Basic Job Information

Job Category	: NGO / INGO / Social work > Program officer/ manager
Job Level	: Top Level
Employment Type	: Full Time
Job Location	: Based in Kathmandu with frequent visits to Banke, Bardiya, Kailali, Kanchanpur, Surkhet and Sindhupalchowk
Offered Salary	: NRs. 55,000 - 65,000 Monthly

Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than 3 years
Professional Skill Required	: Nepali And English Typing, Data Analysis, Basic Computer Skills In Word And Excel, Report Writing

Other Specification

- Master's Degree in Social Science or equivalent degree
- At least three years of progressively responsible working experience in related field especially in child protection, child rights, child trafficking and education policies
- Good understanding on contemporary issues, activities and approaches in child protection and child rights governance child trafficking and education policies
- Experience and willingness to work in the remote and underserved communities
- Good computer skills with able to do written and verbal communication in both English and Nepali
- Excellent organizational skills with ability to prioritize multiple tasks and coordinate with multiple stakeholders
- Priority will be given for applicants from the project district, marginalized community, and female

Job Description

- Manage the project team members both in central level, field level and the stakeholders in the community
- Supervise both Finance and M&E unit of the program
- Coordinate with the M&E Unit to collect data from the field offices
- Ensure that the program reports are submitted to higher authority on time
- Duly write, review, verify and confirm reports (Program and Finance) developed in the field level
- Take lead in annual strategic planning ensuring best contribution to the program
- Make sure that staffs under the supervision are contributing to their fullest possible in the program
- Ensure the best compliance to the forms and formats developed for reporting in the operation manual
- Be cooperative, helpful and a good team player in different events of RHEST
- Contribute in the overall development of the SGT Program

Applying Procedure

Interested Nepali applicants are requested to submit an Application Letter an updated CV through email: rhest12@gmail.com by **December 22, 2017** by **5 pm**, with the subject 'Application for the Post of Program Manager'.

Only shortlisted candidates will be contacted for further process. RHEST reserves the right to reject any or all applicants. Telephone inquiries will not be entertained.

