



Program Manager

- **Vacancy for:** 1
- **Posted on:** Oct. 24, 2018
- **Deadline:** Nov. 24, 2018, 11:55 p.m.

Basic Job Information

Job Category	: NGO / INGO / Social work
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Boudha, Kumarigal, Kathmandu, Nepal
Offered Salary	: Negotiable

Job Specification

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

Other Specification

Education level and professional skill required: MPH or Master Degree holders with strong proposal writing skills and worked under the pressure with maintaining the good relationship with board members and staffs with at least 5 years of experiences

Other Specification:

- Good leadership and supervision skill
 - Proficient in MS word / MS-Excel, Power point and other software.
 - Should have good Interpersonal skills
 - Reporting and analysis skills
 - High level of concentration in the task
 - Fundraising skills
 - Proposal and report writing skills
 - English and Nepali Typing skills
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Job Description

Planning:

- Define and clarify project scope
- Develop the project plan
- Develop the project schedule
- Develop policies and procedures to support the achievement of the project objectives

Organizing:

- Define the organizational structure of the project team
- Identify roles and positions
- Identify services to be provided by external companies
- Staff project positions

Leading:

- Setting team direction
- Coordinating activities across different organizational functions
- Motivating team members
- Assigning work

Controlling:

- Defining project baselines
- Tracking project progress
- Project status reporting
- Determining and taking corrective actions

Note: Applicant are requested to send their expected salary in cover letter

Applying Procedure

Applicant are requested to send their updated CV and cover letter via email: artadherence@gmail.com

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