



Program Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** June 29, 2017, midnight

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : entry
Offered Salary : None

Job Specification

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

Other Specification

- Good computer skills including Microsoft office package
 - Excellent interpersonal, networking, negotiation, presentation, capacity building and communication skills
 - Good standard of written and spoken Nepali and English language
 - Ability to work in diverse environment
 - Ability to work under pressure and meet deadlines
 - Good organizational skill with a strong attention to detail
 - Innovative, problem solver and Results oriented
 - Strong analytical skills
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Job Description

- Co-ordinate with the top level management to run a smooth functioning of school/ college.
- Assist in increasing the number of students.
- Co-ordinate between parents, teachers and students.

To Apply,

Interested applicants with suitable skills are requested to submit their updated CV through **email:** mycoronaschool@gmail.com

OR

Applying Procedure

Apply Link : <https://merojob.com/program-officer-20/>

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