



Program Officer

- **Vacancy for:** 1
- **Posted on:** March 19, 2018
- **Deadline:** April 2, 2018, 5 p.m.

Basic Job Information

Job Category	: NGO / INGO / Social work > Documentation, Field work, Advocacy
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Bishal Nagar, Kathmandu, Central Development Region, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 3 years
Professional Skill Required	: Report Writing, Good Language (Both Nepali And English), Documentation, Basic Computer, Leadership

Job Description

- Must be willing to travel approximately 25-30% of field outside Kathmandu
- Must be able to write reports as required by the donors
- Must generate reports, cases studies, success stories and other related documents from field visits and also as given by other staffs during field visits
- Must be good with M&E system and data keeping as RHEST has a much entwined network of beneficiaries and stakeholders
- Must also be in constant coordination with Field Offices and other local Stakeholders for smooth implementation of the programs
- Must be cooperative, helpful and a good team player in different events of RHEST

Requirements:

- Bachelor Degree in Social Science or equivalent degree with at least 3 years' experience in similar field
- Knowledge on writing reports
- Knowledge of child protection, child rights, child trafficking and education policies
- Willingness to work in the remote and underserved communities
- Basic Computer Knowledge (MS Office Package, Internet, Email, Outlook and so forth)
- Good language command of both English and Nepali
- Excellent organizational skills with ability to prioritize multiple tasks and coordinate with multiple stakeholders

Applying Procedure

Interested Nepali applicants are requested to submit cover page and an updated CV through email: rhest12@gmail.com **by April 2, 2018 by 5 pm**, with the subject 'Application for the Post of Program Officer'.

Only shortlisted candidates will be contacted for further process. RHEST reserves the right to reject any or all applicants.

Failure to abide by the applying procedure will result in immediate disqualification of application.

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