Program Officer

- **Vacancy for:** 1
- **Posted on:** July 3, 2018
- **Deadline:** July 20, 2018, 11:55 p.m.

Open To: All the qualified Nepali citizens

Work Hours: 40 hrs/week

No of Vacancy: 1

Job Location: Kathmandu

Closing Date: July 20, 2018

Role and Responsibilities:

The Program Officer (PO) will assist Program Director/Executive Director in compliance with organizational guidelines, plans and priorities ensuring quality, efficiency, accuracy and confidentiality. PO is supposed to execute primarily following responsibilities:

- Prepare professional reports, proposals and documents
- Establish coordination with relevant stakeholders at national and local levels
- Support Kathmandu-based staff and field staffs when carrying out tasks and missions in the field
- Undertake official journeys in connection with activities described above

Required Qualifications:

- **Education:** Bachelor's degree required
- **Language Proficiency:** English language proficiency (especially writing skills) required
- **Job Knowledge:** Prior working experience related to development sector, coordination, and development planning is required and should have sound understanding on project formulation and evaluation

Skills and Abilities:

- Demonstrated high-quality writing, editing, and proofreading skills
- Excellent interpersonal and professional skills
- Excellent presentation skills
- Ability to work independently and efficiently to meet deadlines
- Comfort and proficiency in Microsoft Word, Excel and PowerPoint

Applying Procedure:

Interested and eligible applicants should submit a **Cover Letter** and a **Resume** and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of two references, their contact numbers and email addresses as well. Please send your application at **choicenepal@gmail.com**

Note: Only shortlisted candidates will be invited for written Exam and series of interviews.

OR,

Applying Procedure

Apply Link : https://merojob.com/program-officer-62/