



Program Support Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Jan. 19, 2017, midnight

Basic Job Information

Job Category : Research and Development
Job Level : mid
Job Location : Damak, Jhapa
Offered Salary : None

Job Specification

Experience Required : Not Required

Other Specification

- Masters' degree in education, social science and/or any other relevant discipline.
- Proven work experience in education and community mobilisation projects.
- Demonstrated good skills and experience in organizational and operational project work with extensive coordinating role with government line agencies.
- Ability to work with multi cultural team of volunteers, national and international staff.
- Good understanding of capacity building in education sector.
- Good knowledge of education policy, guidelines and directives of Ministry of Education Government of Nepal.
- Excellent communication, presentation and reporting skills.
- Fluency in written and spoken of English and Nepali is required.
- Ability and willingness to frequent field visit in the project area.
- At least 3 years of working experience in education and social mobilisation sector.
- Experience in representation and interaction with donors, government officials, International organizations, and NGO representatives concerning education issues and initiatives.
- Must be comfortable in being a pro-active member of the senior management team.
- Must be a professional who seeks to identify and communicate potential problems and alternative options.
- Must be able to function effectively in a complex work environment that is constantly and rapidly changing as a result of transitional phase.

Please note: Positions are either field based or involves extensive travel to villages / rural areas where living conditions are minimal. Only those willing to travel and committed to serve the communities in rural settings need apply. Caritas is an equal opportunity employer and encourage women / members of marginalized communities / disadvantaged groups to apply. You are required to rename CV as [First.Name_Last.Name](#)

How to apply?

Interested candidates can send their application with detailed Curriculum Vitae (CV) to cnjobapplicants@gmail.com latest by 4.00 PM on 19 January 2017.

Only short listed candidates will be contacted for written examination. Telephonic enquiries will not be entertained.

The decision of Caritas Nepal will be final.

Job Description

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Applying Procedure

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