



Project Administrator - MS Ladies

- **Vacancy for:** 1
- **Posted on:** Nov. 5, 2018
- **Deadline:** Nov. 20, 2018, 5 p.m.

Required Number: 1

Employment Type: Full Time

Job Location: Kathmandu with frequent field visits

Education level:

- +2 or proficiency certificate. Candidates from health background are preferred.

Experience required:

- At least 2 years of work experience in working directly in client care administrative activities

Job Description:

- The Project Administrator- MS Ladies is responsible for providing administrative support to the project to ensure successful implementation and management of MS Ladies Program of SPN in Nepal
- Also, S/he is responsible to assist on delivery of the MS Ladies Program including finance and programmatic operations; coordinate for planning and budgeting of community-based activities

Applying Procedure

For detailed Job descriptions for above positions, please visit <http://www.mariestopes.org.np/en/about-us/vacancy> or click [here](#)

Suitable candidates meeting the above criteria are requested to send their CV and covering letter to MSNPRCruitment@mariestopes.org.np by **November 20, 2018, 5:00 PM**. Only shortlisted candidates will be invited for further selection process.

SPN reserves all rights to qualify/disqualify applications in any case. SPN accepts applications from Nepalese citizens only and encourage women, natives of the respective districts, people of ethnic minorities and Dalits to apply.

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

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