



सुनौलो परिवार नेपाल

## 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](mailto: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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