



Project Assistant

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** April 24, 2013, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : entry
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Atleast 3 years of work experience in the related field.
 - S/he should have the knowledge of administrative skill, secretarial skill, documentation skill, logistics management skill, expertise in MS Office Package.
 - Additionally, s/he should also have good interpersonal skill, sound verbal and written communication skill both in Nepali and English language, and should be detail orientated, accurate and able to work with demanding work deadlines.
 - The organization is also looking for a person who is a good team player, reliable, accountable, result oriented, have highest level of integrity and who values diversity.
-

Job Description

The position holder will support in day to day administrative and other support functions of Central regional office of Save the Children and will be responsible for providing administrative and other support for maintaining efficient and effective documentation work, secretarial work, data entry work, support in logistic management for organizing workshops, meetings, trainings.

Applying Procedure

Apply Link : <https://merojob.com/project-assistant/>

Generated By

