



Project Coordinator

- **Vacancy for:** 1
- **Posted on:** Jan. 11, 2018
- **Deadline:** Jan. 19, 2018, 4 p.m.

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : Senior Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Experience Required : Not Required

Job Description

- Make health comp coordination and Liaison with HIV infected /affected women
- Document the case study
- Select the neediest, vulnerable and miserable condition Women and children's for education support and keep documentation of all activities
- Project Management, Plan and Implement
- Prepare quarterly, annual and various reports
- Concept paper writing
- Develop training manual guideline and organize training on leadership development, life skills, motivation and positive thinking for Children and Women Affected by AIDS, HIV
- infected/vulnerable children and women etc.
- Impact assessment, problem identifications, and planning
- Stakeholder consultation, government liaison, and coordination and networking
- Proposal writing and fundraise skill would be value added

Applying Procedure:

Interested candidates are requested to send their C.V along with a cover letter (including expected salary), educational and experiences certificate and Two Referees to **email:** shanti.foundations@gmail.com no later than **4:00 pm, 19 January 2018, Friday.**

Incomplete applications will not be considered. Only shortlisted candidates will be contacted.

Telephone inquiries will not be entertained.

OR,

Applying Procedure

Apply Link : <https://merojob.com/project-coordinator-95/>

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