

Project Coordinator (PC)

- **Vacancy for:** 1
- **Posted on:** Jan. 14, 2018
- **Deadline:** Jan. 21, 2018, 11:55 p.m.

Qualification:

- Master Degree in Education or Social Science
- Female candidates are mostly preferred

Experience:

- At least 3 years of working experience at community level along with 2 years of experience in human resource management
- Hands-on experience in community facilitation, organization and capacity building
- Work experience in implementing program with schools, community groups, CBOs, NGOs and GOs

Skills:

- Good command of computer- MS Word, Excel, PowerPoint, Email-Internet
- Fluent in English and conversant in local languages
- Report writing skills in English and Nepali
- Two wheeler driving skills with valid license (Preferable)
- Facilitation and Coordination skills at local and District level
- Working with children and communities
- Clear communication skill with listening power
- Creating / Innovating ideas during program delivery
- Team leading, team management, cultural sensitivity
- Negotiation skills with stakeholders and beneficiaries
- Writing in English / Documenting / Reporting
- Networking / Advocacy
- Conflict Management

Knowledge:

- Understanding the development approach
- Child, Gender, and Disability (CGD) related issues and rights
- Project Management

Attitude & Behavior:

- Commitment to empowering the teachers, parents, committee members for change result
- Willingness to disseminate know-how
- Respect for Other's Capabilities
- Creative Ideas
- Comfortable in the Community
- Gender Sensitivity/Open-minded

Project Period: January 2018 to December 2020

Applying Procedure

Above position is based at Sunkoshi Rural Municipality and Dudhauli Municipality of Sindhuli District. Should Apply with CV, Experience letter, and other testimonials through mailing at dudhaulihandsnepal@gmail.com before **21 January 2018**, 4:00 pm. For more details, contact 047-520967, 9851186791, 9807778935

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