



## Project Coordinator

- **Vacancy for:** 1
- **Posted on:** Nov. 11, 2018
- **Deadline:** Nov. 19, 2018, 11:55 p.m.

Jyoti Life insurance Company Ltd. in association with a successful Development Agency working in Nepal in the area of Access to Finance through financial literacy and inclusion is working towards initiating a joint program to increase awareness and penetration of life insurance service in rural areas of Province 5, 6 and 7 of Nepal. To implement the project, JyotiLife invites qualified and competent Nepali nationals for the following position:

**Job Position:** Project Coordinator

**Job Level:** Senior Level

**No. of Vacancy:** 1

**Location:** Nepalgunj

### Requirements:

- Master's in Business Administration, Rural Development, Economics, or relevant degree from a recognized institute
- Minimum 3-4 years of corporate experience in at least officer level in Sales, Marketing and Business Development role. Preferably in insurance field but not mandatory.
- Good track record in analyzing, planning, developing and delivering services by working across cross functional teams
- Excellent communication and leadership skills
- Ability to identify training needs of team members and motivate the team for improvement
- Willing to travel frequently (minimum 60% field visits)
- Good understanding of MS Office Package and basic Mobile applications
- Two wheeler license is mandatory

### Job Profile:

Project Coordinator is a key role for the implementation and support after project period responsible to execute and monitor insurance awareness and sales campaign, support Project Officers and Field Representatives to ensure that the locals are provided knowledge of life insurance and its benefits, and promote sales in rural areas of Province 5, 6 & 7 of Nepal.

### Roles and Responsibilities:

- Serve as the primary resource for project and liaise with Central Corporate Team, Fund Manager and Sales team
- Coordinate with Regional Managers, Branch Managers and Sub Branch in Charge of JyotiLife for operational support and creation of business prospects
- Establish relation, plan and engage local government bodies in order to increase awareness level of life insurance
- Planning, organizing and scheduling activities to meet project and sales objectives
- Carry out necessary documentation and communicate to all concerned departments
- Monitor, manage and report project budget and activities
- Manage and track sales performance of sales staff assigned to the project
- Arrange meetings with Project Officers and evaluate sales performance and execution of other business promotion activities
- Prepare reports related to business performance, project execution, financial reporting, issues etc. on a regular basis and as per the requirements of stakeholders
- Plan and participate in meetings, seminars, interaction programs and group discussions and other events to promote life insurance awareness and acceptance among locals
- Perform other related duties as assigned

### Applying procedure:

Interested Candidate can send their updated CV to [vacancy@jyotilife.com](mailto:vacancy@jyotilife.com)

OR,

### Applying Procedure

Apply Link : <https://merojob.com/project-officer-48/>

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