



Project Officer

- **Vacancy for:** 3
- **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 Officer

Job Level: Mid Level

No of Vacancy: 3

Location: Ghorahi, Butwal, Dhangadi

Requirement:

- Bachelors in Business Administration, Rural Development, Economics, or relevant degree from a recognized institute
- Minimum 2 years of corporate experience in Supervisory level in a Sales, Marketing and Business Development role.
- Good track record in analysing, 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 80% field visits)
- Good understanding of MS Office Package and basic Mobile applications
- Two wheeler license is mandatory

Note: Local candidates meeting the above criteria are encouraged to apply

Job Profile:

Project Officer is responsible to work as a team with Field Representatives, monitor sales performance of the Field Representatives of respective province, ensure they have enough resources to implement the awareness campaign and promote sales effectively.

Roles and Responsibilities:

- Work collaboratively with the Project Coordinator and Field Representatives to maximize sales performance
- Coordinate with Regional Managers, Branch Managers and Sub Branch in Charge of JyotiLife for operational support and creation of business prospects
- Organize and monitor output of scheduled meetings, seminars, interaction programs and group discussions and other events
- Coordinate efforts within the Field Representatives and locals efficiently to ensure that the awareness program has positive response resulting in sale of insurance policies
- Manage and track sales performance of sales team on a daily basis and report day to day progress and achievements
- Motivate and monitor the performance of sales team assigned
- Report verbally and in written form to Project Coordinator

Applying procedure:

Interested Candidate can send their updated CV to vacancy@jyotilife.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/project-officer-49/>

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