



## Report and Proposal Writing Consultant

- **Vacancy for:** 1
- **Posted on:** July 12, 2018
- **Deadline:** July 27, 2018, 11:55 p.m.

### Basic Job Information

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

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

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### Job Description

**Working Destination(s):** Based in Kathmandu with few visits to project areas.

**Offered Salary:** Negotiable

**Deadline for Application:** 27th July, 2018

#### Job Description:

- Develop and manage the Reports and Proposals of the different departments of RHEST
- Collaborate with field officers and program officers for collection of information
- Coordinate with the M&E Unit to collect data from the field offices
- Ensure that the program reports are submitted to higher authority on time
- Duly review, verify and confirm reports developed in the field level
- Ensure the best compliance to the forms and formats developed for reporting in the operation manual
- Be cooperative, helpful and a good team player in different events of the RHEST
- Contribute in the overall development of the SGT Program
- The applicants have the flexibility of working from home or at office

#### Qualifications:

- Bachelor's Degree in Social Science or equivalent degree
- At least three years of experience in Report and Proposal writing
- Excellent command of both English and Nepali languages (both written and spoken)
- Good understanding on contemporary issues, activities and approaches in child protection, child rights, child trafficking and education policies

**Note:** Females are encouraged to apply

#### Applying Procedure:

Interested Nepali applicants are requested to submit an Application Letter an updated **CV** through email: [info@rhest.org.np](mailto:info@rhest.org.np) by **27th July, 2018** by 5 pm, with the subject 'Application for the Post of Report and Proposal Writing Consultant'.

**Only shortlisted candidates will be contacted for further process. RHEST reserves the right to reject any or all applicants. Telephone inquiries will not be entertained.**

OR,

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## Applying Procedure

Apply Link : <https://merojob.com/report-and-proposal-writing-consultant-2/>

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