



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

Job Specification

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

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 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,

Applying Procedure

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

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