



Research Associate

- **Vacancy for:** 1
- **Posted on:** Nov. 13, 2018
- **Deadline:** Nov. 25, 2018, 11:55 p.m.

Basic Job Information

Job Category	: NGO / INGO / Social work
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Khusibu, Nayabazar, Kathmandu
Offered Salary	: NRs. 15,000 - 20,000 Monthly

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 2 years
Professional Skill Required	: Fluent English, Computer Operation

Other Specification

- Must have completed Bachelors degree, diploma or higher
- 2+ years of work experience (*Motivated newcomers are welcome to apply)
- Fluent in spoken and written English
- Strong writing and editing skills
- Nepal-based
- Excellent (online) research skills
- Proficient in use of spreadsheets and databases; eager to learn new platforms
- Self- motivated and capable of managing work independently
- Knowledge of office administration and management
- Affinity with SEO and Readability scores
- Fluency in IT and computer applications

Preferred:

- Some experience and deep understanding of grassroots NGOs
 - Basic knowledge of donor institutions
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Job Description

- Carry out daily scans and compile data intelligence of relevant online and emailed information and RSS feeds worldwide of interest to NGOs using our online platform
 - Research, review and analyze secondary data and information on bilateral (government) donors worldwide
 - Summarize information and market intelligence identified so it can be added to the website and our database
 - Compose and/or update database profiles of bilateral institutions
 - Occasionally co-ordinate training sessions
 - Give in-depth detail about NGO training activity
 - Manage and disseminate relevant information and keep records up-to-date;
 - Assist Program officer on miscellaneous duties as required
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Applying Procedure

Please email a cover letter (1 page) and CV (2 pages max) in MSWord or PDF format to programs@proposalsforngos.com with the subject line “**Research Associate**” and your name. Applications by email only, no applications will be accepted by mail. The cover note should clearly state why you think you are qualified to take up this job in light of ProposalsforNGOs products and services. Do not send any supporting materials or other documents.

