



Support Service Field Coordinator- (One) based in West Field Office, Dhangadi

- **Vacancy for:** 1
- **Posted on:** Jan. 10, 2018
- **Deadline:** Jan. 24, 2018, 11:55 p.m.

No. of Vacancies: 01

Job Location: West Field Office, Dhangadi

Key Responsibilities:

- To provide Finance and Supply Chain Management (SCM) support to WVIN's NGO Partners and ensure all NGO Partners adhere required to finance and SCM compliances, which includes payment and disbursements; procurement review and support
- He/She will ensure stewardship, accountability and transparency in the Finance and SCM sectors at all level through the active resourcing and empowerment of NGO Partners
- Support the effective decision-making and financial sustainability of the program being g a business partner, internally and externally

Minimum Qualifications and Experience required:

- Bachelor's Degree with 3 years' experience in management, business administration or related area (preferred Master's degree)
- Knowledge of accounting principles, financial systems, budget/cash-flow monitoring, SCM System and internal controls
- Experience and knowledge of government grant regulations and financial reporting requirements
- Strong negotiation, organizational, administrative and facilitation skills
- Demonstrated collaboration & team building skills
- Strong knowledge of Procure-to-Pay processes
- Experience of log frame and partner collaboration
- Must have excellent computer literacy & skill of MS office applications (Word/Excel/PowerPoint)
- Good interpersonal skills and cross-cultural sensitivity with strong collaboration skills to mobilize engagement and influence
- Excellent oral and written English & Nepali
- This role will require travelling to Project locations for 70% of the time
- Ready to take initiatives and willing to work under pressure and exhibit a high level of flexibility
- Hold a high level of integrity and honesty, self-motivated, confident, and able to work independently
- Strategic, creative and innovative thinking with decision making and problem-solving skills
- Good understanding of humanitarian Sector
- Committed to World Vision Core Values and Mission Statement. Please refer to website for details: <http://wvi.org/about-world-vision>

****Due to the urgency of the position, preference will be given to early applicants.****

TO APPLY:

Candidates fulfilling the criteria mentioned above may send in their complete 'Curriculum Vitae (CV) with statement of purpose' by **24 January 2018 before 17:00 hours** to the address mentioned below:

World Vision International Nepal

People & Culture Department

Email: NPL-Vacancy@wvi.org

Only short-listed candidates will be called for the subsequent selection procedure.

WVIN reserves all rights to qualify/disqualify applications in any case.

Applying Procedure

Apply Link : <https://merojob.com/support-service-field-coordinator-one-based-in-west-field-office-dhangadi/>

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