

Vacancy Announcement

Women Empowerment Mission (WEM) is a Provincial Level NGO, established by women and lead by women. WEM announces vacancy for following post.

Post: Program Coordinator

Required no.: 1

Required Qualification: Graduate any discipline (Sociology or Social Work is preferred)

Job Description:

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

Interested candidates may submit their CV in the provincial office of WEM in Janakpur or head office in Jaleshwar or email us on wemnepal@gmail.com before 5:00 PM, 25th May 2019.

Note: Priority will be given to female candidates

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