

VACANCY

Women Empowerment Mission WEM) Nepal, hereby invites application, for the below mentioned positions, from interested Nepalese candidates who is reliable, accountable, have an ability to deliver results, for programs and activities being implemented in the districts of province 2.

1. Position Title: Program Coordinator -2

Job Location: WEM's Provincial Office of province 2, Janakpurdham (with frequently field visits in targeted districts/ municipalities)

Qualification: Graduate in Public Health/Social Work/Sociology with 5 years of experience, or postgraduate with 3 years of experience.

Subordinate: Program Officer, Finance Officer, and auxiliary staff

Report to: WEM/Supporting Agencies

Contract Period: Up to 31 December 2020, possibility of extension

Benefits: As per the Policy of organization

Priority will be given to Female candidates.

Major roles and responsibilities

- Support planning and coordination of a program and its activities.
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media etc.
- Help build positive relations within the team and external parties
- Schedule and organize meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Keep updated records and create reports or proposals
- Support growth and program development

2. Position Title: Program Officer -2

Job Location: WEM's Provincial Office of province 2, Janakpurdham (with frequently field visits in targeted districts/ municipalities)

Qualification: Graduate with 2 years of experience, or Higher Secondary with 4 years of experience.

Subordinate: Program Assistant, and auxiliary staff

Report to: Program Coordinator

Contract Period: Up to 31 December 2020, possibility of extension

Benefits: As per the Policy of organization

Major roles and responsibilities

Support Program Coordinator for planning and implementing the activities as per work plan.

Deadline is 5 February 2020, 5:00 PM NST