

Vacancy Announcement

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

<p>1. Post: Program Coordinator</p> <p>Required no.: 2</p> <p>Required Qualification: Graduate any discipline (Sociology or Social Work is preferred)</p> <p>Must be sound in English (Speaking and Writing)</p>	<p>1. Post: Finance Officer</p> <p>Required no.: 1</p> <p>Required Qualification: Graduate in Management (BBA/BBS)</p> <p>Must be sound in English (Speaking and Writing)</p>	<p>2. Post: Program Assistant</p> <p>Required no.: 2</p> <p>Required Qualification: Higher Secondary (12 Class)</p> <p>Must be sound in English (Speaking and Writing)</p>
<p><u>Job Description</u></p> <ul style="list-style-type: none"> ➤ 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. ➤ Create a project management calendar for fulfilling each goal and objective. 	<p><u>Job Description</u></p> <ul style="list-style-type: none"> ➤ Form a close working relationship with the Finance Director and Executive Director ➤ Support in the organization's Finance and Accounting strategy. ➤ Ensure budgeting processes are carried out and reviewed. ➤ Perform day to day financial works of different Projects, following the policies of the organization. ➤ Preparing project wise report of financial performance. ➤ Ensure that the regulatory requirements of all statutory bodies are met. ➤ Supporting in financial planning and strategy. ➤ Supporting in audit and tax functions. ➤ Implementing and following accounting policies. ➤ Preparing forecasts and comprehensive budgets. ➤ Reviewing departmental/projectwise budgets. 	<p><u>Job Description</u></p> <ul style="list-style-type: none"> ➤ Supporting Project Coordinator and seniors to perform Program/Project.

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, 3rd December 2019.

Note: Priority will be given to female candidates

Published Date: 22nd November 2019