

**Vacancy Announcement**  
**Date of Publication: 5<sup>th</sup> April 2024**

Nepal National Social Welfare Association (NNSWA) is a non-governmental and non-profit making organization working since 1990 with "vision of an equitable society" and focuses to 3D community (Dalit, Disable and Deprived). There are various integrated programs implemented by the organization with the financial and technical support of INGO and donors. Nepal National Social Welfare Association (NNSWA) is going to be implemented NPL\_INTPA\_Quality education- leaving no one behind, a 42 months project with the support of European Union/Save the Children Internation in Kanchanpur of Sudurpaschim and Jajarkot and Kalikot Districts of Karnali Province of Nepal. To implement the NPL\_INTPA\_Quality education-leaving no one behind project, NNSWA announced a vacancy for recruiting the following posts for the said project as described below.

**1. Post:** Project Manager  
**Duty Station:** Surkhet Project Office  
**Required number:** 1 (One)  
**Workplace:** Kanchanpur, Jajarkot and Kalikot Districts

**Summary of the Job:**

Under overall supervision and direction of the EB/SMT of the NNSWA and direct technical supervision of the Executive Director, the purpose of the position will be responsible to provide technical and Managerial support to program team and ensuring the planned activities are implementing in planned manner in all projects implementing districts and municipalities. Coordination among the local government, schools, OPDs and existing CSOs/CBOs and other consortium partners for support both sides in local level for executing the planned actions with collaborating and co-funding approaches. Providing technical support to the local volunteers, other CBOs, Community Groups and Local Government for establishing working together relation and making synergy for the planned activities. The purpose of the position is to support the improvement of program and project efficiency and effectiveness, decision making and learning during the project life cycle through managerial role within the project.

**Academic Qualification and Experience**

Master's degree in education or development studies in the field relevant to Quality and Inclusive Education. At least 3 years of proven experience working with Civil Society Organization or related in the field of Quality and Inclusive Education or related sectors.

**Sector Knowledge, Skills & competency:**

- Knowledge on Quality Inclusive Education plan and logical framework
- Effective written and oral communications skills including presentation and reporting skills in English and Nepali.
- Computer and technology literacy and ability to work under pressure.
- Coordination and collaboration among the provincial government, local government, schools, OPDs & team building skills.
- Confidence to represent in province, Palika, and other like-minded organization on the behalf of project and organization.
- Proven experience working in consortium.

**2. Post:** Documentation and Reporting Coordinator (DRC)  
**Duty Station:** Surkhet Project Office  
**Required number:** 1 (One)  
**Workplace:** Kanchanpur, Jajarkot and Kalikot Districts

**Summary of the Job:**

Under overall supervision and direction of the Executive Director/EB/SMT of the NNSWA and direct technical supervision of the Programme Manager, the purpose of the position will be responsible to provide technical support to program team on recording, compiling, verifying, analyzing, and updating programme information, support programme in conducting quality monitoring visit, and organizing all level

documentation and Reporting Mechanism. The purpose of the position is to support the improvement of program and project documentation and reporting efficiency and effectiveness, case study, and lesson documentation during the project life cycle through best knowledge management system.

### **Academic Qualification and Experience**

Master's degree in education /social science or development studies in the field relevant to Documentation and Reporting Mechanism. At least 3 years of proven experience working with Civil Society Organization or related in the field of quality inclusive education.

### **Sector Knowledge, Skills & competency:**

- Knowledge on DRC has government education policies, education plan, and logical framework. Skill of providing training on documentation and report writing.
- Sound knowledge of qualitative and quantitative data collection methodologies and data analysis.
- Effective written and oral communications skills including presentation and reporting skills.
- Computer and Technology literacy; Good computer skills including Word, Excel, PowerPoint, and ability to work under pressure.
- Develop tools to collect information against indicators and knowledge on digital data collection. Demonstrate collaboration & team building skills.
- Confidence to represent in district, government, and other like-minded organization on the behalf of project and organization.

**3. Post:** Education Officer (Jajarkot-2 and Kalikot-1)  
**Duty Station:** Jajarkot-2, and Kalikot-1  
**Required number:** 3 (One)  
**Workplace:** Kanchanpur, Jajarkot and Kalikot Districts (6 Selected Municipalities)

### **Summary of the Job:**

Under overall supervision and direction of the ED/EB/SMT of the NNSWA and direct technical supervision of the Project Manager, the purpose of the position will be responsible to facilitation the project activities within municipality assigned. Implementing the planned activities in Municipality, Schools, SMCs, Youth Networking, Community Groups, and local CBOs are the scope of the position. Coordination among the local government, schools, OPDs and existing CSOs/CBOs and other consortium partners for support both sides in local level for executing the planned actions with collaborating and co-funding approaches. Providing technical support to the local volunteers, other CBOs, Community Groups and Local Government for establishing working together relations and making synergy for the planned activities by the Education Officer is required. Furthermore, this position will be responsible for the mobilizing of the CBOs Volunteers, Networking, Youth Groups under the project and ensuring all action will be performed in a timely manner.

### **Academic Qualification and Experience:**

Bachelor's degree in education or development studies in the field relevant to Quality and Inclusive Education. At least 2 years of proven experience working with Civil Society Organization or related in the field of Quality and Inclusive Education or related sectors.

### **Sector Knowledge, Skills & competency:**

- Knowledge on Quality Inclusive Education plan and logical framework
- Effective written and oral communications skills including presentation and reporting skills.
- Computer and Technology literacy and ability to work under pressure.
- Coordination and collaboration among the local government, schools, OPDs & team building skills.
- Confidence to represent in district, government, and other like-minded organization on the behalf of project and organization.
- Mobilizing of Volunteers

**4. Post:** Finance & Admin Officer  
**Duty Station:** Surkhet Project Office  
**Required number:** 1 (One)  
**Workplace:** Kanchanpur, Jajarkot and Kalikot Districts

**Summary of the Job:**

Under overall supervision and direction of the EB/SMT of the NNSWA and direct technical supervision of the Executive Director, the purpose of the position will be responsible to provide technical and Financial Management support to program team and ensuring the planned activities are implementing in planned manner with planned financial resources. Applying all financial protocols, operating FAMAS accounting software and recording financial transactions in a timely manner and producing the reporting are the basic job purpose of the position. This position will be responsible for providing overall Financial, admin and supply chain support to the organisation and ensure that all the financial truncations are adhered to the required financial compliance of the organization, donor, and governmental compliances, which includes payment and disbursements; financial analysis and reporting for the achievement of overall organization and project goal.

**Academic Qualification and Experience:**

Bachelor's degree in commerce or management with at least 5 years of proven experience working with Civil Society Organization or related in the field. Should have experience working in Accounting Software and all about tax, taxation and policy compliance with project and donor reporting system.

**Sector Knowledge, Skills & competency:**

- Knowledge on Budget planning, handling financial risk and issues and solving skills.
- Working knowledge with high value civil society organization and ability to work during the emergency.
- Preparing all financial transactions and managing the financial administration effectively.
- Computer and Technology literacy and ability to work under pressure.
- Confidence to represent in district, government, and other like-minded organization on the behalf of project and organization.
- Work with accounting software.

**Application Submission Date:**

The vacancy is open for all qualified Nepali citizens and request to apply your application through the online link by 12th April 2024 till 5.00 pm. Application link: <https://nnswa.org.np/apply>

**Note:**

- Only Short-Listed Applicants/Candidates will be called for further selection process.
- All rights are reserved to Nepal National Social Welfare Association (NNSWA) for selecting or rejecting or cancelation of the whole process of the announcement without any clarification.

NNSWA  
Staff Selection Committee  
5<sup>th</sup> April 2024