

Vacancy Announcement

Date of Publication: September 25th, 2023

Nepal National Social Welfare Association (NNSWA) is a non-governmental, non-profitable civil society organization working in Sudur Paschim Province since 1990 with "vision of an equitable society" and focuses on 3D community (Dalit, Disable and Deprived). There are various integrated programs running in the organization with the financial and technical support of INGO and donors. Nepal National Social Welfare Association (NNSWA) has been implementing the various project in Sudur Paschim Province and organization required following post describing as below.

Post: Supply Chain Management (SCM) & Admin Assistant
Duty Station: Kanchanpur, Municipality Level Project Office
Required number: 1 (One)

Summary of the Job:

The SCM & Admin Assistant will manage the right time procurement, store, and supply transparently with appropriate documentation are the nature and scope of the work. Similarity, assist to the Finance officer by helping administrative works such as announcing and collection of quotations as procurement policy of organization/project, managing locally required long term agreement (LTA) with regular suppliers are the focused area of the work responsibility of the SCM & Admin Assistant. Proficiency in Supply Chan Management & Administration for a civil society organization, procurement and analysis of comparative quotation/bidding process, goods store and maintain the stocks, stock records. knowledge of tax and compliance, documentation, reporting are major skill and ability of the Supply Chan Management (SCM) & Administration.

Sector Knowledge:

- General Accepted Accounting Principles (GAAP)
- Good command of English & Nepali languages (written & spoken)
- Practical knowledge of project budgeting, accounting, tax and taxation, procurement planning, execution & reporting
- Knowledge of tax and compliance
- Willingness to work under pressure with tight deadlines and to travel across the project areas.

Academic Qualification and Experience:

The SCM & Admin Assistant should have the following academic qualifications and experience.

- Bachelor Degree of Commerce, Business Studies or Equivalent
- Minimum 2 years of experience in independently handling budgeting, financial accounting, planning of annual procurement and bid analysis.
- Demonstrated experience in the use of MS office Package (Word/Excel/PowerPoint etc.) & Internet
- Experience of working in a computerized accounting environment like IPAS, FAMAS.
- Ability to lead financial management of the project/program and make the linkage of this with overall financial management of the organization.

Application Submission Date:

All interested and eligible applicants apply through the NNSWA application online system not later than 1st October 2023, before 5.00 pm. Please submit all documents through the online link as described for post.

Application Submission Link: <https://nnswa.org.np/apply>

Note:

- Only Short-Listed Applications/Candidates will be called for further selection process.
- All rights are reserved to Nepal National Social Welfare Association (NNSWA) for selecting or rejecting or cancellation of the announcement or application of the applicants without giving any reasons.

NNSWA, Staff Selection Committee
September 25th, 2023