

Vacancy Announcement

Human Resources Centre (HRC) Bajura is a non-government, nonprofit making social development organization established on 2059 B.S. Bajura and working in different district of Sudurpashchim province. The organization has been working on integrated community development, need based action orientated and multi-disciplinary areas through social mobilization especially focusing on human resources capacity development, human rights, livelihood, micro enterprise, infrastructure, climate change, quality education, advocacy, empowerment, disaster management.

HRC Bajura has been implementing **Enhance Education and Better Livelihood Option project** in Gaumul Rural Municipality, Bajura; in partnership with the **Terre des homes** since 2019. HRC, Bajura invites application from qualified, result oriented and highly motivated Nepalese candidates for the following position.

1. Position: Project Coordinator

Appointment Type: Full Time

Number: 1 (One)

Duty Station: HRC-Bajura Head Office and frequently travel to project sites.

Salary and Benefits: As per the organization's norm commensurate with the project agreement

Purpose of Position:

Project Coordinator will be responsible for overall project planning, Budgeting, implementation; monitoring and reporting of project components in close coordination with partner organization and Executive Director. S/he will work closely with project staff. More specifically, s/he will be responsible for following tasks;

Major roles and responsibilities:

- Program planning, budgeting and implementation of project interventions and strategies/ approaches.
- Provide direction to the program; take lead for coordination and communication with community, municipalities, rural municipalities, district line agencies and government stakeholders.
- Establish strong coordination and linkage with municipality and likeminded organizations, CSOs and CBO and local communities.
- Ensure on timely Program implementation, monitoring and prepare periodic reports; and ensure the timely submission of narrative and financial report.
- Closely work with Partner & HRC team to ensure the timely implementation of Program activities.
- Develop monthly action plan, M&E plan and budget; collect all necessary data, case studies, photos and others as required from the field.
- Conduct regular dialogue between communities, CSOs, school, children's and like-minded agencies working for quality education & social taboos.
- Develop relationship with local government.

Key Skills and Qualifications:

- Should have bachelor degree & progressively Coordinator level professional Three (3) years of work experience) experience in quality education & Livelihood sector in reported I/NGOs/ Project
- Strong skills in coordination, networking and communication with government and concerned stakeholders.
- Strong report writing and communication skills in English,
- Strong skills in MS office (word, excel and power point, email internet).
- Familiar with rural communities, local language, and culture
- Able to frequently travel in field sites.
- Good sense of humor and a team player.

Applying Procedure

Interested candidates who meet these criteria should Apply/Send their updated CV at hrcvacancy59@gmail.com by 4PM, 28th December, 2022. Women, Dalit, Indigenous, and local candidates will be highly appreciated to apply and preferred for selection process. Only short listed candidates will be notified for selection process. Any canvassing shall lead to automatic disqualification.