

Vacancy Announcement

Date: 18 Jan 2019

Human Rights Forum Nepal (HURF Nepal), is one of the leading NGOs in Ilam, working in the field of Rights and Human Rights, Conflict Peace & Justice, Democracy & Governance, Gender & Social Inclusion, Research & Publication.

HURF Nepal is seeking for qualified, experienced, energetic and dedicated persons for the project " **Youth for Social Change** (Campaign against human trafficking through enabling capacities and mobilizing youth Empowerments on safe migration & self entrepreneurship for livelihood)" supported by **AWO International e.V.** For the following positions:

1) Position: Project Coordinator -1 Nos.

Duration: 11.5 months

Type of Job: Contract basis

Key Responsibilities:

Overall management of the project, coordination, mobilization of the project staffs, public relation, and project based documentation and reporting, coordination among stakeholders and linkage between organization & concern stakeholders, relation building

Qualifications: Bachelor Degree in Development Studies, Rural Development, Social Science or any other related field.

Experience:

- At least 3 years in related field
- Experience of working with supported projects
- Fluency in English (Both written & Spoken)
- Should be familiar on Microsoft office & email communication
- Should have motorcycle license
- Having good knowledge on Technical parts as well

Duty Station: Ilam

2) Admin & Finance Officer - 1 Nos

Duration : 11.5 months

Key Responsibilities:

Overall management of the project accounting, book keeping, and preparing activity based, monthly and quarterly financial report and relevant works of the project.

Qualifications: +2 or equivalent.

Experience:

- At least 3 years in related field
- Experience of working with supported projects
- Familiar with accounting software
- Having good knowledge on Technical parts as well

Duty Station: Ilam

Interested candidates can email their recent signed CVs with a page of letter of interest along with their supporting testimonials by 24 January, 2019 before 17 pm. Only short listed candidates will be called for further selection procedure. No telephone queries are entertained.

Contact :



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