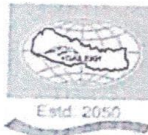


"हाम्रो चाहना सम्म र स्वावलम्बी समाज निर्माणको परिकल्पना"
"Our willingness to create civilized & self reliance society"

Govt. of Nepal Registration No.: 11050051

SWC affiliate No.: 1756

एभरेष्ट क्लब, दैलेख



EVEREST CLUB, DAILEKH

2050



Vacancy Announcement

1st Published Date :- 23 August 2018

2ed published Date :- 31st August, 2018

Everest Club is a non-profit and non-government organization. It was established in 1993AD and registered in 1993 AD under the District Administration Office Chief of District Administration Office (CDO) also affiliated with Social Welfare Council, Kathmandu. The organization is dedicated to the ideals of holistic and integrated development based on a harmonious balance of socio-culture, material and organization trusted on team work and development through community mobilization.

Everest Club is executing reproductive, maternal and newborn health project in two Municipalities Aathbish and Chamunda Bindrasaini. The purpose behind working in this theme is to improve the reproductive and maternal health and well-being of Nepali young women (aged 15-24) throughout one of the most vulnerable periods of their lives, the transitions to marriage and parenthood to reach the disadvantaged and marginalized children. Dailekh district is implementing HTNYP Project with Health and Nutrition theme in partnership with Save the Children. Over all objectives of Healthy Transitions is to improve the RMNH and well-being of young women (aged 15-24) throughout their transition to marriage and parenthood in four districts of Nepal. This project will reach around 15000 adolescents in program districts. Save the Children will accomplish this through the achievement of four objectives over a three-year period in four districts in Nepal: Dailekh, Surkhet, Jajarkot, Kalikot.

Job Title: Project Coordinator (PC) (1 position)

Key responsibilities:

This position is key for ASRH and RMNH activities in Dailekh project area that supports Government of Nepal (GoN), to improve adolescents, maternal, new born and youth status by conducting different activities in community, district and national level. PC of PNGO in HTNYP project is responsible for overall management planning, implementation, monitoring, and reporting of ASRH and RMNH activities in Dailekh district of Nepal. This position holder will work in close collaboration with Palika health coordinator, Rural /Municipalities and Health Facilities (HFs). S/he will also support in strengthening government health system on maternal, adolescent and youth related programs. In addition, s/he will work as a budget holder of the project and manage logistics, finance and human resources under the project in Dailekh district. In the aspect of implementation s/he will provide support to the field level staff and ensure 60% field visit and coaching to the health workers and social mobilizers.

Key Qualification and Skills:

Project Coordinator of this project is required to have Bachelor degree in Public Health/Nursing and one year experience in project management of implementation of RMNH activities. S/he is required to have sound knowledge on RMNH/ASRH and project management skills. S/he is expected to conduct and maintain effective documentation and reporting mechanisms both in Nepali and English. S/he also must be equipped in preparing contextual and relevant reports, case studies, proposals and overall writing skills (Both Nepali and English). PC must have excellent computer skills in word, Excel, PowerPoint and data analysis. S/he should be able to manage the human resource and have effective coordination skill across the various stakeholders of the district.

Job Title: Finance Officer (1 position)

Key responsibilities:

This position will be overall responsible to ensure functional, effective & efficient accounting & financial system and timely preparation and submission of reports to donor. This position holder will be working closely with organization's Project Coordinator, Logistics and Management Team to run the smooth operations of accounting and financial management.

Head Office: EVEREST CLUB, DAILEKH, NARAYAN MUNICIPALITY-1
Tel: 089-420247/420257/Fax: 089-420074-420095

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एभरेष्ट क्लब, दैलेख
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SWC Office No.: 1205

EVEREST CLUB, DAILEKH
2050

Key Qualification and Skills:

Bachelor degree in accounting or business management. S/He should have At least 3 years of work experience in similar position. Essential skills include Working experience in FAMAS or any accounting software; Working experience with donor agencies; Sound knowledge in MS Excel and Office Package; Logistics and Program understandings. Other desirable skills include strengthen internal control system; Presents a positive 'can do' attitude to get things done; Delivers timely and appropriate results using available resources

Job Title: Social Mobilizer (9 positions – Female Only)

Key responsibilities:

Social Mobilizers of this project is the key position to lead the RMNH activities to ensure increase service utilization through community mobilization. S/he is responsible in facilitating the mentors to execute the group sessions and activities related to RMNH in two municipalities of Dailekh district. S/he also plays a crucial role in coordination and networking at the local level with GoN line agencies, stakeholders, beneficiaries of the project. SM should have the capacity to carry out effective and regular collection of data, documentation and dissemination of RMNH related activities. S/he should have the motivation factor to persuade the community members in relation to utilization of RMNH services.

Key Qualification and Skills:

At least staff nurse, Health Assistant (HA), Community Auxiliary Health Worker or Auxiliary Nurse Midwife (ANM) (Female preferred for CHA and ANM) course passed and minimum (6 month for staff nurse and HA and one year ANM) experience in related field. Essential Skills include Sound knowledge on ASRH; Knowledge and skill on Community mobilization; Report and proposal and case studies writing skill; Presentation, facilitation and negotiation; Very good skills and knowledge in documentation and reporting in English and Nepali. Desirable skill includes Stress management skills; Time management and communication skills; Excellent coordination, communication and interpersonal skills (team building and team work) with key stakeholders at Palika and community level.

Interested candidates are encouraged to apply with their current CV and application letter to the email address everestclubdailekh@gmail.com addressing to The Human Resource Department, Everest Club or submit the hard copy to Everest Club District Office, Narayan Municipality-1, Naya Bazar, Dailekh within 04 September 2018 and Contact # 089-420247 and 089-420257.

Please indicate the position title while applying for on the subject of your application. Only shortlisted candidates will be contacted. Telephone enquiries shall not be entertained.



Hemmer
(Coordinator)

Recruitment Committee
Everest Club, Dailekh

Head Office: EVEREST CLUB, DAILEKH, NARAYAN MUNICIPALITY-1
Tel: 089-420247/420257 Fax: 089-420170/420199

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