

Re-Vacancy Announcement

We are pleased to inform that, Compassionate Hands For Nepal, a non-government organization has a vacancy for the following posts.

We are looking for highly motivated and compassionate candidates who are interested in humanitarian work and being part of the CHFN family.

Project Officer-1

Contract Types: Annual contract(3 Years Project)

Reports: Program Manager

Station : Jugal Sindhupalchowk, 100% of project works in the field.

Project Location: Jugal , Sindhupalchowk

Experience & Key Competencies:

- Minium of **bachelor's degree** in development studies or social science or Theology.
- At least **3 years of experience working with NGOs**, focused on Protection and Safeguarding.
- Ability to ensure the project team and the community people operate in a secure environment and are aware of safeguarding policies.
- A very good communication skills with excellent written and spoken Nepali and English.
- Proven ability of **networking, coordination, and representation skills** with key local actors are preferred.
- Good writing and computer skills, including gathering information directly from the community and from secondary sources to prepare reports and presentations.
- Ability to plan and organize work effectively and deal multiple task simultaneously and manage challenges & Risk.
- Passionate at helping risked, vulnerable, SGBV/HT affected women and girls and women at risk of trafficking/re-trafficking.
- Experience of organizing events, consultation, and training facilitation
- Experiences of working in partnerships, coordination among different stakeholders and organizations at Municipalities / Rural Municipalities with Social mobilization skills.
- Proven ability to learn quickly, facilitate program implementation to achieve stated results and objectives.
- Willingness to travel extensively between project locations.
- Having valid two wheeler's driving License.

CORE RESPONSIBILITIES AND TASKS:

- Implement the project activities as per the project plan in the field.
- **Liaise and coordinate with the local government, line agencies,** like-minded organizations, NGOs working in the Palika, CBOs, and other relevant community-based structures at the field level.
- Represent CHFN's values, vision and mission in the municipalities and districts where we operate in a professional, honest, transparent and positive way to help build CHFN's image.
- To act as the point of contact for any safeguarding, child, and adult protection concerns, providing timely, relevant support and/or referrals at the field level.
- Help build trust and confidence in CHFN's reporting, investigation and follow-up systems and foster a climate where team members feel confident and comfortable coming forward with issues.
- Ensure field safety and security for smooth implementation of the project activities in the field.
- Compile events and periodical reports, case/success stories and prepare monthly/quarterly reports and submit them to the line manager.
- Other duties as assigned by the Program Manager.

*We are an equal opportunity employer and **woman** applicants are highly encouraged to apply. Candidates meeting the above criteria are requested to submit their application (cover letter, CV) from link <https://forms.gle/fpVpV8h6sFqPQ9LB9>. Only short-listed candidates will be called for further processing in the selection in process. We reserve the right to reject any/all applications without assigning any reason whatsoever. No telephone inquiries will be entertained.*

Note: salary & benefits will be in accordance with CHFN's Staff policy.

Deadline for Application: 10th May 2024 (5:00 PM)

HR Management

Compassionate Hands For Nepal

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