

Vacancy Announcement

World Vision International Nepal (WVIN), an international Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice, is looking for potential Nepalese candidates to fill out the following positions:

1. Position: Finance Manager (One)-based in National Office, Lalitpur

Key Responsibilities: The Finance Manager will provide overall leadership, oversight and management support for all aspects of financial management. This position is seen as a strategic partner, with a focus on ensuring accountability, stewardship, coordinating planning and budgeting processes, providing accurate financial data, analysis and advices, as well as developing financial strategy that best serves the National Office strategic and programme objectives. He/She will be responsible for the Finance staff capacity strengthening, the development and implementation of good internal controls, risk management, and utilisation and safe guarding of assets according to WVIN approved policies and procedures.

Minimum Qualifications and Experience required: A Master's degree in development sector with 5-7 years' experience in INGO preferably in a Senior Management role or Bachelor's Degree with more than 7 years of experience in Accounting, Finance or Business Administration or a related field; Certified Public Accountant is preferred; Should have the capacity to develop systems and policy to support management, office facilities, administration and information technology; Enough knowledge and understanding of laws related to Taxation, Public Donation, Building Code and local regulations on properties, Investments and Banking; Strong knowledge on financial & office administration services; Must have analytical skills in balancing income and expenditures, wise allocation and distribution of resources based on partnership standards, and investments to effectively manage the financial sustainability of the organization; Experience in Grant management is a must. This role will be required to travel abroad and across the country.

2. Support Service Field Coordinator (One)-based in West Regional Office, Dhangadi

Key Responsibilities: To provide Finance and Supply Chain Management (SCM) support to WVIN's NGO Partners and ensure all NGO Partners adhere required finance and SCM compliances, which includes payment and disbursements; procurement review and support; He/She will ensure stewardship, accountability and transparency in the Finance and SCM sectors at all level through the active resourcing and empowerment of NGO Partners; Support the effective decision-making and financial sustainability of the program being g a business partner, internally and externally.

Minimum Qualifications and Experience required: At least 3 years' experience in management, business administration or related area (preferred Master's degree); Required knowledge of accounting principles, financial systems, budget/cash-flow monitoring, SCM System and internal controls; Should have knowledge and experience with government grant regulations and financial reporting requirements; Good interpersonal skills and cross-cultural sensitivity with strong collaboration skills to mobilize engagement and influence; Must have strong negotiation, organizational, administrative and facilitation skills; Should have demonstrated collaboration & team building skills; Strong knowledge of Procure-to-Pay processes ;Must be able to work under pressure and meet strict deadlines. This role will require to travel to Project locations for 70% of the time;Experience of log frame and partner collaboration.**Core competencies for both the positions:** Excellent oral and written English & Nepali; Demonstrated proficiency in computer applications including use of Microsoft Office; Ready to take initiatives and willing to work under pressure and exhibit a high level of flexibility; Hold a high level of integrity and honesty, self-motivated, confident, and able to work independently; Strategic, creative, and innovative thinking with decision making and problem solving skills; Good understanding of humanitarian Sector; Committed to World Vision Core Values and Mission Statement. Refer to website: <http://wvi.org/about-world-vision>

Due to the urgency of the position, preference will be given to early applicants.

Candidates fulfilling the criteria mentioned above may send in their complete 'Curriculum Vitae (CV) with statement of purpose' by 24 January 2018 before 17:00 hours to the address mentioned below.

World Vision International Nepal
People & Culture Department
Email: NPL-Vacancy@wvi.org

Only short-listed candidates will be called for the subsequent selection procedure.

WVIN reserves all rights to qualify/disqualify applications in any case.

