



Ref. No.:04/73/74

Date: 23<sup>rd</sup> Feb 2017

## Vacancy Announcement

National Churches Fellowship of Nepal (NCF Nepal) is a common platform of Churches and Church groups in Nepal since 1960. It is a registered NGO in Lalitpur district since B.S. 2055. Leadership Training Department (LTD) of NCF Nepal is working in the area of leadership development in the Church of Nepal since 2007 primarily through informal training. Since 2015 this department is also working in the area of community development.

- 1. Post title: Administrative & Finance Assistant** **Required no.: 1**

**Working Place:** LTD center office, Kumaripati, Lalitpur and sometimes out of Kathmandu as per need.

### Qualifications, Experience and Skills

1. Should have +2 in management
2. Should have good understanding of English
3. Good computer skills in MS office (Word and Excel)
4. Age: above 20 and below 30
5. Work experience: minimum 1 year of experience in the related field
6. Good Christian Witness in personal and family life
7. Nepali Citizen

### Responsibilities

1. Keep the record of financial transaction and prepare monthly report
2. Liaise with and review budgets and expenditures
3. Maintain training & HR records
4. Undertake general admin tasks e.g. correspondence, handling telephone calls, filling etc.
5. To run various errands
6. To assist Director and Administration & Finance Officer

- 2. Post Title: Community Development Coordinator (Part time)** **Required no. 1**  
(A person with heart for community transformation)

**Working Place:** LTD center office, Kumaripati, Lalitpur and Baireni-Dhading (field).

### Qualifications, Experience and Skills

1. Bachelor' Degree in development studies, social science or management
2. At least two years' working experience in work related field
3. Basic knowledge on advocacy, governance system of Nepal and related laws and policies
4. Experience on social mobilization and group mobilization
5. Training, facilitation, coaching, networking and presentation skills
6. Excellent interpersonal skills
7. Must be willing to work in rural area
8. Knowledge and skills in planning, budgeting, reporting and proposal writing
9. Communication and written skills (including computer skills) both in Nepali and English.
10. Age: above 25 and below 40

### Responsibilities

1. Network, build, maintain & manage relationship with civil society, government and community
2. Plan, implement, monitor and evaluate community development program
3. Regularly communicate and report to the director
4. Supervise the work of field staff
5. Undertake administrative work related to the project

**Salary: As per the policy of NCF Nepal**

The eligible candidate is requested to apply in the following address with C.V., recent PP size photo, photocopies of the academic and work experience certificates, recommendation letter from the Church and photocopy of citizenship by **24 March, 2017**.

*Director*  
*LTD/NCF Nepal*  
*G. P. O. 8975 E.P.C. 2919, Kathmandu*  
*Kumaripati, Lalitpur*  
*Phone: 01-5008509*

*No telephone enquiry will be entertained except enquiry for office site. Only short-listed candidates will be called for the interview and written test. LTD retains the right to reject some or all applications even after the interview without giving any reason whatsoever.*