

# NEPAL CHRISTIAN RELIEF SERVICES (NCRS) Bhanimandal, Lalitpur



## VACANCY

Nepal Christian Relief Services (NCRS) is an indigenous Christian faith based organization that started in 1993. It is registered under Nepal Government in the year 2006 as a non- profit organization. It has been working in partnership with various partner organizations, local bodies and churches for relief, rehabilitation, disaster preparedness and mitigation in Nepal to serve people who are affected by natural disasters such as flood/landslides, earthquakes, fire, and starvation and/or are vulnerable with the disasters.

NCRS is looking for a qualified and well-motivated person for the following position:

**Purpose:** Rehabilitation program including Water System and Livelihood activities in Kavre (Namobuddha Municipality and Panauti Municipality) in order to support Nepal Government's Shelter program in partnership with Samaritan's Purse Nepal to the earthquake victims of 2015.

**1. Position: Project Manager**

**Required Number: One (1)**

**Type of Appointment: 1 Yr Special Contract** with possible extension depending on the availability of funding & continuation of project

**Project / Working Area: Kavre**

**Minimum Qualification & Knowledge:**

1. Bachelor in Business Administration cum 3 yrs work experience in reputed organization.
2. Computer Knowledge: MS Word, Excel, PowerPoint presentation and other computer packages.
3. Understanding of Biblical Knowledge.
4. Social Mobilization and ability to work in a team.
5. Willingness to work amongst poor and under-privilege people and community.
6. Willingness to commit to NCRS' mission, vision and core values.
7. Oral and written communication skills in English and Nepali.
8. Good report writing and documentation ability.
9. Knowledge on current development and emergencies issues.
10. Age above 30 and not exceeding 45 years.

11. Motor Cycle driving skills with license.

**Main Responsibility:**

1. Leading the team to accomplish the project objectives.
2. Provide overall direction and management of the project activities of the Earthquake 2015 recovery and reconstruction plan.
3. Ensure of all the projects and Programs to Central Office and Donors on timely manners.
4. Liaise with relevant government agencies such as DDC, DAO, Education, District technical office and other associated authorities for the formal and smooth execution of the project activities.
5. Maintain healthy relationship with the direct and indirect stakeholders.
6. Prepare and submit of time reports (Daily, Weekly, Monthly, Quarterly and Annual) to the ED-Central office, Donors and the concerned stakeholders.
7. Timely communication of the project activities and Staffs affairs to the Central office.
8. Facilitate meetings related to the project.
9. Preparation of Staffs appraisal and evaluation report.

**2. Position: WASH Engineer**

**Required Number: One (1)**

**Type of Appointment: 1 Yr Special Contract** with possible extension depending on the availability of funding & continuation of project

**Project / Working Area: Kavre**

**Minimum Qualification & Knowledge:**

1. Bachelor degree in Civil/Structural engineering with three years of work experience in relevant field.
2. Computer Knowledge: MS Word, Excel, Auto-CAD.
3. Understanding of Biblical Knowledge.
4. Social Mobilization and ability to work in a team.
5. Willingness to work amongst poor and under-privilege people and community.
6. Willingness to commit to NCRS' mission, vision and core values.
7. Oral and written communication skills in English and Nepali.
8. Knowledge on current development and emergence issues.
9. Age above 25 and not exceeding 45 years.

10. Motor Cycle driving skills with license.

**Main Responsibility:**

1. Provide technical guidance to staff, technical advice to district level government and communities in relation to the project activities.
2. Designing of the water system balancing between the need and budget for the water system
3. Estimation of the construction materials for the judicious procurement at the right time and in right amount.
4. Assess the activities undertaken and ensure efficient use of resources at the field level.
5. Guiding the Skilled and Unskilled labor to work as per the design.
6. Scheduling of the water system task to ensure for timely accomplishment.
7. Preparation of time reports (Daily, weekly, monthly, quarterly and annual) of the related field and report to the Project Manager
8. Facilitate meetings related to the project.
9. Carry out other relevant tasks requested by Program Manager.

**3 . Position: Livelihood Officer**

**Required Number: One (1)**

**Type of Appointment: 1 Yr Special Contract** with possible extension depending on the availability of funding & continuation of project

**Project / Working Area: Kavre**

**Minimum Qualification, Knowledge and Skills**

1. Intermediate in agriculture and animal science or equivalent qualification to the related field with minimum 2 yrs work experience.
2. Professional work experience on livelihood centred approaches on poverty and vulnerability reduction, micro enterprises and fund management with proficient in planning, monitoring and reporting of project activities in relevant field.
3. Excellent interpersonal, networking, communication, negotiation and facilitation skills.

4. Computer Knowledge: MS Word, Excel, Power point with knowledge on other computer package.
5. Understanding of Biblical Knowledge.
6. Willingness to commit to NCRS' mission, vision and core values.
7. Sensitive and responsive to gender, ethnicity, disability and other social issues and other core values of the consortium partners. Oral and written communication skills in English and Nepali.
8. Proactive in liaising and problem solving.
9. Motor Cycle driving skills with license.

**Main Responsibility:**

1. Identify, prioritize and support communities to implement potential livelihood strategies that are relevant to the local community.
2. Ensure effective implementation of the planned and approved activities and strategies at the sites on time for the target communities. Manage and mobilize the available resources within the available limit for maximum results by allocating and distributing them properly across the project activities in line with project document.
3. Facilitate livelihood training along with writing report of the each training and submitting to the relevant authorities.
4. Establish and strengthen saving and credits, emergency fund and other mechanisms in the communities.
5. Maintain good relations with project beneficiaries, partners and stakeholders and monitor the agreements reached with them where necessary.
6. Coordination with local authority (DDC, DAO, Municipal and VDCs) and related existing stakeholders of the community.
7. Frequent follow-up and monitoring visit in the fields to update the progress of the beneficiaries.
8. Preparation of time reports (Daily, weekly, monthly, quarterly and annual) of the related field and report to the Project Manager
9. Orient and mobilize Social Mobilizers in overall assessment to implementation of the livelihood project.

**4. Position: Accountant**

**Required Number: One (1)**

**Type of Appointment: 1 Yr Special Contract** with possible extension depending on the

availability of funding & continuation of project

**Project / Working Area: Kavre**

**Minimum Qualification & Knowledge:**

1. Bachelor in Business Studies cum minimum 2 yrs work experience in the finance, procurement of goods and services required for the implementation of the program.
2. Computer Knowledge: MS Word, Excel and other office accessories.
3. Understanding of Biblical Knowledge.
4. Ability to work in a team.
5. Willingness to commit to NCRS' mission, vision and core values.
6. Oral and written communication skills in English and Nepali.
7. Age above 25 and not exceeding 35 years.
8. Motor Cycle driving skills with license.

**Main Responsibility:**

1. Maintain overall financial management of the project and procurement of project goods, construction materials, establish system and monitoring procurement mechanism.
2. Monitor expenditure against budget headings and report any variances across all cost centres to the Project Manager.
3. Responsible for logistics management along with support plans, budget requirements and deployment timelines for new operations.
4. Report and support Program Manager for formal and informal financial dealings (transactions) to Central Office and donors according to their requirements and standards are met.
5. Maintain administrative works of Kavre based office.
6. Assist work related in public relation with partner organization, local churches and other stakeholders.
7. Bring into practice the ethos, philosophy and principles of NCRS.
8. Carry out other duties as assigned by the Program Manager.

**5. Position: Social Mobilizer**

**Required Numbers: Two (2)**

**Type of Appointment: 1 Yr Special Contract** with possible extension depending on the

availability of funding & continuation of project

**Project / Working Area: Kavre**

**Minimum Qualification & Knowledge:**

1. Proficiency Certificate level with 3 years work experience in Social Field. Preferably for Bachelor in Social science. Training on social mobilization is plus.
2. Computer Knowledge: MS Word, Excel and other office accessories.
3. Understanding of Biblical Knowledge.
4. Social Mobilization and ability to work in a team.
5. Willingness to work amongst poor and under-privileged people and community.
6. Willingness to commit to NCRS' mission, vision and core values.
7. Oral and written communication skills in English and Nepali.
8. Age above 23 and not exceeding 35 years.
9. Motor Cycle driving skills with license.

**Main Responsibility:**

1. Information and data collection of the targeted community.
2. Regular reporting and maintaining the record updated on daily basis.
3. Create awareness of project aim and objectives in the communities.
4. Motivate community people through orientation sessions and project briefs.
5. Prepare the portfolio of each family and social development including the evaluation report.
6. Conduct facilitation on disaster-vulnerable community in order to empower them and assist to fulfill the targets.
7. Follow-up and monitor the progress of project activities and make/suggest/recommend adjustments, as appropriate.
8. Preparation of time reports (Daily, weekly, monthly, quarterly and annual) of the related field and report to the Project Manager
9. Any other activity assigned by senior staff.

**6. Position: Driver**

**Required Number: One (1)**

**Type of Appointment: 1 Yr Special Contract** with possible extension depending on the availability of funding & continuation of project

**Project / Working Area: Kavre**

**Minimum Qualification & Knowledge:**

1. 10 Class passed; valid Government driving license (light), at least 2 years' driving experience, repair and maintenance skills.
2. Age above 25 and not exceeding 45 years.

**Main Responsibility:**

1. Drive the office vehicles as per the direction of the officers relating to project assignment.
2. Caring of the vehicle with utmost effort.
3. Follow the scheduled servicing timeline.
4. Ready to serve as per the situation demands in some alter conditions of delays.
5. Carry out other relevant tasks assigned by Program Manager.

Candidates fulfilling the criteria mentioned above may send their application along with [Application Form \(attached herewith\)](#) a copy of curriculum Vitae, recent passport size photograph, citizenship certificate, work experience letter with full contact address by 22 Jan, 2018. However, interested candidate from out of the valley can send it via email with scanned document to:

Nepal Christian Relief Services

Post Box No. 8975, EPC:1086 Lalitpur, Nepal

Email: ncrsnepal@gmail.com, Tel. # 01-621-3752

Only short-listed candidates will be called for further process. NCRS reserves all rights to qualify/disqualify applications in all cases.