

# Vacancy Announcement

Transformation Nepal (TFN), an NGO registered in Bhaktapur which is working in the sector of Education, Livelihood, Health, Disaster Management, and Mother Tongue Language in Nepal. TFN is looking for potential Nepalese candidates for the following posts:

S.N	Title	Number	Location	Duration	Description/Primary Responsibilities	Required Skills and Qualifications
1	Project Coordinator	1	Bhaktapur with frequent visit to project site Sarlahi and another place as well if required	1 Year with possibility of extension	Overall project management, planning, budgeting, reporting, coordination, and networking. Represent the organization in the district's forum and functions. Ensure project implemented effectively.	<ul style="list-style-type: none"><li>• Minimum bachelor's degree in social science, development studies or any other relevant fields.</li><li>• At least three years' experience of working with development projects in I/NGOs.</li><li>• Committed to Transformation Nepal's vision, mission, and core values.</li></ul>
2	Admin/Finance Assistant-Part time	1	Bhaktapur	1 Year with possibility of extension	Keeping Accurate Records, updating Internal Systems, financial Reporting, bank Reconciliation, participating in Financial Audits, keep records of invoices and tax payments and ETDS, procurement, management, and record of office assets.	<ul style="list-style-type: none"><li>• +2 level with accounting major</li><li>• 2 years of experience in related field.</li><li>• MS office package with basic knowledge in Excel and accounting system sought for the organisation's accounting system. (Money Works is preferable)</li><li>• Committed to Transformation Nepal's vision, mission, and core values.</li></ul>

Interested candidates fulfilling the criteria mentioned above may send their updated CV with two referees and a cover letter **by 5:00 pm, 14th February 2024** to [vacancy@tfn.org.np](mailto:vacancy@tfn.org.np)

ONLY SHORTLISTED CANDIDATES WILL BE CALLED FOR THE SELECTION PROCESS. Transformation Nepal reserves the right to qualify/disqualify application in any case.



**Address:**

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