



VACANCY ANNOUNCEMENT

Helvetas is a Swiss INGO that actively contributes to the improvement of the living conditions of economically poor and socially disadvantaged people. Helvetas has been working in Nepal for more than 50 years. Currently, it runs 19 programmes/projects within four sectors, viz: Infrastructure in Rural Areas; Sustainable Use of Natural Resources; Education and Culture; and Civil Society and the State.

Helvetas Nepal invites applications from qualified and experienced Nepali citizens for the following **senior positions**.

**Positions: 1. Programme Coordinator (Natural Resource Management)
2. Programme Coordinator (Education and Culture)**

Duty station: Helvetas Nepal Programme Coordination Office (PO), Kathmandu, with frequent travel to programme/project offices in the field

Duties and Responsibilities:

- Develop sector level strategy, develop projects/programmes and steer implementation
- Develop project /programme documents and take lead for acquisition (and fundraising)
- Annual planning, budgeting and monitoring of the related sector
- Effective communication of the related sector with strategy as well as material development
- Represent a sector on behalf of Helvetas

Qualifications & Competencies:

- Master's Degree in relevant field
- More than 8 years of working experience in relevant field with minimum 5 years of experience in senior position/s with management/ coordination role
- Good understanding of natural resource management context of Nepal - *for Natural Resource Management position*
- Good understanding of technical education and vocational training (TEVT) sector of Nepal and abroad- *for Education and Culture position*
- Understanding of sector/sub-sector wide approach and cross-sectoral planning
- Proven experience in strategic planning and excellent understanding of project cycle management
- Proven track record in developing quality programme/project documents and fundraising
- Good understanding of issues related to gender, social equity and poverty alleviation
- Understanding of conflict sensitive programme management
- Experience in working with GoN, donors and networks of development agencies
- Fluency in Nepali and English, both written and oral
- IT: Proficiency in using office application software; ability to produce, understand and analyze standard database reports; and efficiency in using communication applications

Duration: 3 years, with possible extension upon satisfactory performance

Benefits: As per the rules and regulations of Helvetas Nepal

Deadline: 15 February, 2010.

Application Procedure: Qualified candidates, who meet the above requirements, are requested to submit a letter of interest, updated CV and names of two referees to the following address: Helvetas Nepal, GPO Box 688, Kathmandu, Nepal. **E-mail:** po@helvetasnepal.org.np
Telephone enquiries will not be entertained. Only short-listed candidates will be contacted for interview. Helvetas Nepal reserves the right to reject any or all applications.

Helvetas Nepal promotes workforce diversity and applies positive discrimination to women and candidates from Dalit, Janjati, Madhesi/Terai, and other minority communities.

For a detailed Job Description, please visit www.helvetasnepal.org.np