



Vacancy Announcement

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ADRA works in more than 130 countries around the world and is working in Nepal since 1987 with its Health interventions, Economic Development and Livelihood, Education, and Disaster Risk Management activities. Currently ADRA Nepal is going to implement family planning service strengthening program in 4 districts of province -5 with support from UNFPA. The goal of the project is to contribute to improving maternal health through increased uptake of FP services and strengthening health system. To contribute to the project, ADRA Nepal invites applications from qualified candidates for the following positions;

Project Coordinator (Kathmandu based): One

Qualification and Competencies:

Master's in Public Health, minimum 5 years of working experience in similar position, program planning management monitoring and evaluation in reproductive health/ Family planning and EPI especially in I/NGOs or multi donor agencies. Good interpersonal communications skills, ability to work as a team player, self-management skills and willingness to travel in remote areas of districts (40%)

Project Coordinator- LMIS (Kathmandu based): One

Qualification and Competencies:

Master's in Public Health/ Social Science or, equivalent, minimum 3 years of working experience in similar position, managing supply chain management along with MIS program and or MIS installations or transitions. Demonstrated ability to communicate clearly and concisely both orally and in writing. Relevant information technology certifications, as well as, project management. Program planning, monitoring and evaluation in supply chain management/LMIS especially in I/NGOs or multi donor agencies. ability to work as a team player, self-management skills, and willingness to travel provincial headquarter, district and Palikas.

Monitoring & Research Officer (Kathmandu based): One

Qualification and Competencies:

Bachelor's in public health (master's Degree is preferred), minimum 3 years of working experience in similar position, program Technical expertise and practical experience in research, monitoring, planning, and evaluation in ASRH and Family planning especially in I/NGOs or multi donor agencies. Software skilled for research and data tracking, willingness to travel in remote areas of district.

Project Officer: Four

Qualification and Competencies:

Bachelor's in public health or Nursing or equivalent, minimum 3 years of working experience in similar position, managing donor funded FP/ASRH program, a demonstrated ability in building and maintaining relationships with provincial and local government staff, HFOMC, and health volunteers at community level, good interpersonal communications skills, English and Nepali (knowledge of local language will be an asset), ability to work as a team player, self-management skills, and willingness to travel in remote areas of district.

Duty Station: In one of the four districts (Rupandehi, Arghakhachi, Pyuthan and Kapilbastu)

Project Officer (Microplanning and Integration): One (Kathmandu Based)

Qualification and Competencies:

Bachelor's in public health or Nursing or equivalent, minimum 3 years of working experience in similar position in managing donor funded FP/ASRH program, a demonstrated ability in building and maintaining relationships with provincial and local government staffs, HFOMC, good interpersonal communications skills, English and Nepali (knowledge of local language will be an asset), ability to work as a team player, self-management skills.

Project officer (eLMIS Officer): Three

Qualification and Competencies:

Bachelor's in public health or Pharmacy/social studies sciences or equivalent, minimum 3 years of working experience in similar position in LMIS, managing donor funded Reproductive Health programs, a demonstrated ability in building and maintaining relationships with provincial and local government staffs, HFOMC, good interpersonal communications skills, English and Nepali (knowledge of local language will be an asset), ability to work as a team player, self-management skills.

Duty Station: In one of the three provinces (2, 5 and 7)

Program Associate (Finance): Two (Based in Kathmandu)

Qualification and Competencies:

Bachelor's in business administration or bachelor's in business studies (master's preferred) or semi qualified CA preferred or equivalent, 3 years of working experience in similar position with understanding of working of UN system, Program financial management, accounting system, partner coaching & mentoring, good understanding about government tax rules and good working knowledge of sun system accounting software is preferred. Good interpersonal communications skills, English and Nepali, ability to work as a team player, self-management skills, and willingness to travel in remote areas of district.

HR Officer: One (Based in Kathmandu)

Qualification and Competencies:

Master's in business administration and specialized Human resource management/MPA or equivalent, minimum 5 years of working experience in similar position, office management and Human Resources, good interpersonal, communications, facilitation and coordination, planning and recruitment skills.

Procurement/Government Liaison Officer: One (Based in Kathmandu)

Qualification and Competencies:

Bachelors in Business Administration (Masters Preferred) or similar field, 3 to 5 years of experience in similar field/organization, Procurement including emergency situation, bidding process, supply chain management, government relation i.e. project agreement, general agreement and VISA etc.

Visiting Service Providers (Staff Nurse/Sr. ANM): Twenty

Qualification and Competencies:

PCL Nursing or ANM passed with Implant and IUCD training certified by NHTC, trained on Implant and IUCD insertion and removal, experience in providing FP services, a demonstrated ability in building and maintaining relationships with Health facility staff, HFOMC and health volunteers at community level, ability to work as a team player, and willingness to serve rural community.

Duty Station: Rupandehi, Pyuthan, Arghakhachi & Kapilvastu

Suitable candidates and women are encouraged to submit written application (application should include: a cover letter describing why the applicant would be suitable for the position described above, and a full resume /curriculum vitae). The detail Job Application Form is must, which is available at ADRA Nepal's webpage <http://adranepal.org>

Applications should be forwarded either by the post to ADRA Nepal P.O. Box 4481, Kathmandu or by email to recruitment@adranepal.org by **21 May 2018 before 17:00 hrs.**

Only short-listed candidates will be called for further screening process.

Telephone enquiries will not be entertained.