



Vacancy Announcement

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Volunteer Corps Nepal (VCN) is a Non-Government, Humanitarian Aid Agency that provides emergency relief and sustainable solutions for populations affected by natural disasters, epidemics, and post-conflict situations. Since 2018, VCN has become synonymous with rapid response to humanitarian crises; with its medical teams, search and rescue units, water engineers and post trauma experts leading national responses. VCN provides the vital support needed to move from destruction to reconstruction to sustainable living promoting volunteerism and keeping humanity alive. VCN focus on Emergency Disaster Services (Rescue, Relief & Rehabilitation) through Act First strategy, Development Projects (Innovation, Impact & Incessant) through community driven approach and Volunteer Programs (Localization, Learning & Leadership) through National and International Volunteers in disaster and development programmes.

Detailed Job Description

VCN is going to implement Recovery and Development Project under “Sow Against COVID-Response and Recovery Project 2021-22” in Barhabise, Sindhupalchowk in financial support of Sowers Action, Hong Kong, China. Thus, VCN invites applications from suitable Nepali candidates for the following full-time position under the Recovery and Development Project.

1. Project Coordinator

Position: Project Coordinator

Required number: 1 (One)

Location: Kathmandu

Station: Volunteer Corps Nepal, Buddhanagar, Kathmandu

Type of Contract: Fixed term / 10 months

Project: Recovery and Development Project in Sindhupalchowk

Key Responsibilities:

A. Oversee and support the organization activities focusing on Programme Coordination and Volunteer Management:

- Support organization to start up and implementation of the projects with good and adequate understanding of terms and conditions of the Project agreement.
- Ensure activities are implemented according to plans and budgets, donor requirements and that activities are executed in line with acceptable quality standards in ways that are responsive to communities' needs.
- Supervise and guide volunteers in placement.
- Keep track of all programs' plans and activities.
- Integrate community approach, gender sensitivity, and capacity building into all activities as appropriate.
- Prepare and submit periodic activity reports as per project standard format and help produce publication of best examples and success stories of community activities carried out by action learners.
- Make visits to team clusters to monitor action learners' activities.

- Perform other additional duties as per the directives of the office.

B. Budget Management:

- Ensure adherence to donor guidelines, VCN's internal control procedures as well as VCN financial management guidelines during the utilization and management of organization resources.
- Ensure resources are used only for the intended purpose with maximum possible efficacy.
- Manage and regularly monitor budget utilization status of the project; and make sure prior authorization is secured from respective VCN and donor officials in the case of over and under expenditure.
- Facilitate funds in the form of advance to action learners to conduct activities.
- Make timely volunteer allowance payments.
- Support action learners to accurately complete financial documents as required.

C. Monitoring and Evaluation:

- Taking part in developing various assessment tools, conducting the assessments, analysis, recording and reporting the findings of the assessments to facilitate learning, implementing monitoring and evaluation of the project contributions.
- Ensure feedbacks from target communities and stakeholders are regularly collected, documented, and timely responded.
- Regularly monitor potential risks, and implementation challenges and, together with all project staffs and consortium members work and other partners towards proactively seeking solutions.
- Monitoring project progress and performance.
- Managing project evaluation and dissemination outcomes.

Qualifications and Skills:

- ⇒ Master's degree in Rural Development / Public Health / Business Administration or related field with at least 2 years of experience or bachelor's degree with 5 years' experience on working with health and development sector.
- ⇒ Have a perfect mastery of IT tools (Office Packs)
- ⇒ Good communication and interpersonal skills capable of maintaining strong relationships.
- ⇒ Strong organizational and multitasking skills
- ⇒ Excellent analytical and problem-solving abilities
- ⇒ Team management and leadership skills
- ⇒ Documentation management and ability to use project management tools
- ⇒ Attention to details even under pressure
- ⇒ Time management skills with ability to meet deadlines

2. Agriculture Specialist

Position: Agriculture Specialist

Required numbers: 1 (One)

Location: Barhabise, Sindhupalchowk

Station: Project office, Barhabise, Sindhupalchowk

Type of Contract: Fixed term / 3 months

Key Responsibilities:

- Lead activities related to preparation of pre-feasibility and feasibility level studies documenting the viability of the agriculture related projects outlining the economic, technical, social, and institutional viability of investment including the social and market demand and integrated value analysis of various agro related projects
- Lead overall agriculture and livelihood activities implementation in the project
- Prepare training curriculum and schedule as per the filed plan related to livelihood,
- food security like house plots, vegetable production, farmers group capacity building, agri-infrastructure, value chain and market development related to fresh vegetable and livestock production.
- Determine the objectives and measures upon which the project will be evaluated at its completion: Planning and scheduling project timelines and milestones
- Provide regular and technical support to VMFs to implement agriculture and livelihood activities.
- Review the existing integrated value chain analyses and market assessments of agriculture and agricultural products segment and recommend necessary strategies for further development.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project and determine required resources to execute, implement and complete the project
- Design and adjust agriculture and income generating programs with efficiency and effectiveness.
- Driving innovation and integration of new technologies and quality initiatives into projects and activities in the organization
- Maintain close and regular contact with relevant line agencies at rural municipalities, municipalities, and district
- Support Project Coordinator to manage database system for project beneficiaries
- Collect and compile field-based data and activities implemented at field and report to Project Coordinator
- Collect and document case studies, success stories and best practices for dissemination
- Support any other activities as assigned by the Project Coordinator

Qualifications and Skills

- ⇒ Master's degree in soil / earth sciences, agriculture, horticulture, crop/plant science or animal science with at least a year's' experience or bachelor's degree with 3 years' experience on working with agriculture industry.
- ⇒ Initiative
- ⇒ Good written and oral communication skills in Nepali and English language
- ⇒ Good communication and interpersonal skills capable of maintaining strong relationships
- ⇒ Proficiency in IT
- ⇒ The ability to work well within a team

3. Psychosocial Counselor

Position: Psychosocial counselor

Required numbers: 1 (One)

Location: Barhabise, Sindhupalchowk

Station: Project office, Barhabise, Sindhupalchowk

Type of Contract: Fixed term / 10 months

Key Responsibilities:

- Assessing the mental health status of target population and produce a data base.
- Responsible for psychosocial support to the person experiencing mental health issues (providing individual, family and group counseling, group psychotherapy and referring them to specialized care).
- Providing support to children of mentally disturbed people.
- Providing support to the patient support group.
- Collaborate closely with legal officers in terms of case management and follow-up of clients
- Providing training for other staffs regarding trauma-related issues and self-care strategies.
- Provide training for and supervise community members working as lay counselors.
- Program development including proposal and report writing and financial monitoring.
- Advocacy & Networking.
- Facilitate mass sensitization and training.
- Conduct community level psychosocial orientation and anti-stigma programs.
- Coordinate with CBOs and local stakeholders in the project location along with writing reports and updates.

Qualification and Skills:

- ⇒ Post Graduate Diploma in Counseling Psychology or Six months Psychosocial Counselor training (Preferable master's degree in Psychology).

- ⇒ Professional knowledge and skills of Psychosocial counseling service provided to adult and children.
- ⇒ Excellent coordination, communication, and interpersonal skills (team building and teamwork) with key stakeholders at project and district level.
- ⇒ Good skills and knowledge in documentation and reporting in English and Nepali.
- ⇒ Good computer skills in Word, Excel, PowerPoint, and candidate should have pro-active, innovative, willingness and committed to stay and travel in the remote areas to work with poor and vulnerable communities.
- ⇒ Demonstrate good leadership, team management, result based management skills with proven experience of working in participatory community development approaches.

4. Finance Assistant

Position: Finance Assistant

Required numbers: 1 (One)

Location: Kathmandu

Station: Volunteer Corps Nepal, New Baneshwor

Type of Contract: Fixed term / 10 months

Key Responsibilities:

- Ensuring all transactions are recorded in the accounting system and filed properly.
- Issuing involves and collecting receipts.
- Managing cash flow and reconciling bank statements
- Monitoring the expenses to ensure they are within approved budget.
- Calculating and processing salary payments
- Verifying expenses and processing payments
- Verifying balances in account books and rectifying errors
- Assisting in the preparation of periodic financial reports
- Performing administrative tasks as needed
- Undertaking any ad hoc duties
- Maintaining databases.

Qualification and Skills:

- ⇒ Bachelor's Degree in Finance, Management, or any other related field with at least one year's relevant work experience in a similar work environment.
- ⇒ Ability to manage changing or conflicting priorities and operate effectively within a demanding work environment.
- ⇒ Experience in the usage of computers and office software packages (MS Word, Excel, Tally and knowledge on Financial Software) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
- ⇒ Fluency in both oral and written English and Nepali.
- ⇒ Shows professional integrity.

- ⇒ Displays a respect for diversity and is adaptable at plural operating spaces.
- ⇒ Treats all people fairly without favoritism.
- ⇒ Self-driven, self-starter.
- ⇒ Good interpersonal skills and ability to communicate effectively, both orally and in writing.
- ⇒ Ability to establish effective working relations in a multicultural team environment.

5. Social Mobilizer

Position: Social Mobilizer

Required numbers: 3 (Three)

Location: Barhabise, Sindhupalchowk

Station: Project Office, Barhabise, Sindhupalchowk

Type of Contract: Fixed term / 10 months

Key Responsibilities:

- To communicate and orient the community about the objectives of project and organization.
- To work for community mobilization under the direct supervision of Project Coordinator.
- Strengthening and empowerment of self-help groups
- Creating mental health and psychosocial awareness
- Community mobilization through right based social mobilization approach
- Local level coordination for the effective implementation of project activities
- To coordinate with the local stakeholders such as ward chairperson, members, ward secretariat, school authorities, health post authorities, political parties, and other organizations on the field
- To collect and prepared the data as required
- To support to identify the need of mental health training and workshops and assist to conduct them
- To submit regular report on event, monthly, quarterly, trimester basis as per the requirement to the supervisor.

Qualifications and skills:

- ⇒ Intermediate level or 10+2 passed in any discipline or S.L.C passed plus social mobilization training from recognized Training Institute with preferably one year working experience in mental health and psychosocial field.
- ⇒ Extensive training and practicum experience in right based social mobilization approach working with poor and disadvantaged communities.
- ⇒ Report writing, data/information collection and documentation skills.
- ⇒ Displays cultural, gender, child, religious, ethnicity and age sensitivity and adaptability.
- ⇒ Work prioritization, the ability to multitask and willingness to go to the extra mile to support what the job demands is a must.
- ⇒ Ability to maintain high level of accuracy confidentiality concerning with technical part of the project

- ⇒ Good field level planning and coordination skills to ensure a wide variety of activities, often with an urgent nature, to be carried out in an efficient and economic manner.
- ⇒ Knowledge and skills of computer and internet
- ⇒ Communication, coordinating, and networking skills
- ⇒ Demonstrate ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
- ⇒ Willingness to work with people with mental and psychological disabilities.

Interested individuals are requested to submit their CV and cover letter for the above mentioned positions through email mentioning "Position's Name" in the subject line.

Email: connect@volunteercorpsnepal.org

Note: VCN reserves the right to accept or reject candidates without assigning any reason. The last date of submission of CV will be 9 August 2021.