

RE-ANNOUNCEMENT OF VACANCIES



United Mission to Nepal (UMN) is an international development organisation that aims to enable the poorest people living in poverty to transform their lives, leading towards the fullness of life. As we serve the people of Nepal, multicultural teams of Nepali and volunteer expatriate staff work alongside local organisations in six districts of the country, building partnerships that lead to healthy, dignified, and empowered individuals and transformed communities.

Position: Finance Coordinator-1 (Rukum East based)

The main responsibility of the job is to provide admin and finance services to the UMN Cluster office in coaching, training, mentoring, and monitoring of local partners in financial management. The post-holder will report directly to the Cluster Team Leader and will be part of the Programme Team with a coordinated relationship with the UMN Finance Team.

Minimum qualifications:

- Bachelor's Degree in Business Studies (BBS) or Commerce (B.com).
- At least three years of work experience in an I/NGO.
- Accounting and book-keeping knowledge.
- Administrative management.
- Inventory and stock management.
- Using accounting software (preferably MoneyWorks).
- Good facilitation, interpersonal, writing, presentation, and computer skills.
- Excellent language and communication skills in both Nepali and English.

Position: Project Manager - Health (Pro-ACT) - 1 (Rukum East based)

The main purpose of this position is to ensure successful implementation of the Advancing for Community Transformation Project (Pro-ACT) and contribute to the UMN's Cluster strategy through effective capacity-building, relationship-building, project management, and providing technical expertise.

Qualification and experience:

- Master's degree in Public Health/Psychology with three years of experience in integrated project management with a particular focus on Health System Strengthening, Mental Health and Psychosocial Support and Maternal and Child Health;
- Excellent knowledge and understanding of current health and mental health issues, economic development and protection issues in Nepal;
- Strong experience in project management including planning, budgeting, monitoring, reporting, and developing proposals;
- Experience in integrated project management and participatory bottom-up project designing, implementation, monitoring and evaluation;
- Familiar with up-to-date poverty eradication strategies, policies, and development practices in Nepal and outside;
- Experience in managing projects through a local partner organisation;
- Skilled in coordination and networking with local and district stakeholders;
- Experience of working in remote areas in a cross-cultural environment;
- Excellent communication skills both in English and Nepali. Both writing and speaking must be of an excellent standard.

Position: Disaster Response and Management Manager - 1 (Kathmandu based)

To take lead and overall management to ensure that UMN staff and partners are equipped and prepared for humanitarian response to disasters.

Qualifications and experience:

- Master's Degree in Disaster Management or Development Studies with at least three years of experience in disaster relief, response, and recovery projects.
- Experience in DRR, preparedness, emergency response management of a large-scale disaster, humanitarian assistance and response.
- Experience in organisational preparedness and risk management process.
- Experience in training on disaster management, both in course design and delivery.
- Good skills and knowledge on relevant humanitarian standards and principles (SPHERE Standard, CHS, Code of Conduct), especially around accountability.
- Training skills and aptitude, working with large groups.
- Ability to work with a multicultural team as well as the ability to work independently.
- Good project design and proposal development skills.
- Computer user: email, internet, spreadsheets, word processing and risk assessment tools.
- Report writing, data acquisition and Analysis skills
- Good interpersonal and Communication Skills: Ability to communicate and relate effectively with persons at all levels

Salaries and benefits will be according to the UMN Standard.

All interested individuals who meet the minimum qualifications are encouraged to apply for this position. The **Job Description** and **Application Form** can be downloaded from our website: www.umn.org.np/vacancy

Completed application forms should be sent by e-mail to nepali.recruit@umn.org.np by **5:00 pm on Sunday, 29 May 2022**. Short-listed candidates will be invited to participate in an assessment process.

We especially encourage applications from women and marginalised groups.