

VACANCY ANNOUNCEMENT



CARE Nepal is an International Humanitarian organization working in the country for the past 31 years. It currently works in 44 districts through its 19 projects with focus on improving the lives of the poorest and most vulnerable populations. Core programs are in natural resource management, livelihoods, women empowerment, equity and social justice.

CARE Nepal hereby invites applications from the interested candidates for the non regular position for the **Women Empowerment for Transformation in the Churia Area Program** and **Country Office** positions mentioned below:

1. Theme Leader (1) position

The Theme Coordinator will work for the **Women Empowerment Program**. The Theme Leader is a senior level position and will be the member of Organization Management Team. **This position will be based in Kathmandu and require to spend 50% time in Bharatpur Cluster Office with extensive field travel.** The project areas are Chitwan, Makwanpur, and Kapilbastu districts. The project duration is from March 2010 until three years.

This position will be providing overall programmatic and strategic leadership in gender responsive programming and planning. She will primarily be responsible for providing technical guidance to the women empowerment theme. The Theme Coordinator will lead the Women Empowerment program of CARE from Bharatpur Cluster office in coordination with other cluster offices, networks and government line agencies for policy influence and micro-macro linkages. **This position is reserved for women candidates. This is the re-advertisement so all those who have applied before are requested not to apply again.**

Required Competency

- Conceptual Clarity and Experience on Women Empowerment and Gender Equality concepts and its application in the context of Nepal.
- Demonstrated ability to manage large and diversified team and create a harmonious work environment
- Well informed of the national policies, international instruments in relation to women empowerment and gender equality
- Strong interpersonal communication and facilitation skills.
- Proven networking experience with government line agencies, civil society organization, and women human rights networks in country and outside
- Ability to use computer to run MS office software packages.

Required Qualification

- Masters in Social Sciences, Gender or Management with five years of relevant experience in programme management.
- Familiarity with local languages like Maithili, Bhojpuri & Awadhi are desirable.

2. Finance Controller (1) position

The Finance Controller (FC) position is to develop, coordinate and administer the Country Office (CO) plans for proper recording, documentation, control, monitoring and reporting of financial operations. The FC is responsible for the day to day financial operations at the CO level. S/he plans, organizes, directs and is responsible for providing quality financial services to all projects, units and staff in the CO. S/he works closely with the Country Director and Senior Management Team to ensure that a partnership is developed between finance, program and administration. S/he will be responsible to update and develop finance related policies and procedures. S/he assumes responsibility for implementation of donor rules, regulations and ensuring the compliance at the Country Office level. S/he is an integral member of the Organization Management Team. This position is based in Kathmandu.

Required Competency

- Very strong accounting and finance knowledge
- Analytical skills
- Attention to details
- Ability to work effectively under time pressure
- Very strong business partnering skills with ability to influence CO senior staff

July 5, 2010

- Proactive individual with ability to offer structured guidance
- Proven experience of training finance and non finance staff
- Demonstrate awareness and sensitivity to gender and diversity
- Ability to use computer to run MS office software packages

Required Qualification

- Certified Public Accountant, Masters degree in Accounting, Finance or Business Management or equivalent
- 5 years experience as a controller or equivalent experience in development field

3. Grants & Budget Manager (1) position

The Grants & Budget Manager (G&BM) will be responsible for preparation, monitoring, and revision of quarterly and annual Operations Budget of the Country Office. S/he will work closely with Proposal Development Teams on cost proposal budgets. G&BM will be responsible for providing the appropriate financial reports and analysis to enable effective monitoring of actual expenses against budgets. S/he will provide timely circulation of monthly financial reports to the Project Managers, Budget Holders, and Senior Management Team, with appropriate analysis to enable required actions related to budget management. S/he will ensure the tracking of reporting deadlines, preparation and submission of donors (USAID, DFID, ECHO, DANIDA & EC) finance reports. This position will also be responsible for the monitoring of the grants and contract of the donors. This position will be based in Kathmandu.

Required Competency

- Excellent knowledge of budgeting principles and clear understanding of donor's financial policies, guidelines, rules, regulations, and reporting requirement.
- Experience and knowledge on budget preparation, review, and financial analysis skills
- Experience and knowledge of cost analysis
- Customer focus and partnerships building skills
- Pro-active problem solving skills
- Demonstrate awareness and sensitivity to gender and diversity.
- Ability to use computer to run MS office software packages.

Required Qualification

- Masters in Finance/Management or related field and at least three years of experience in a similar field.
- Or
- Bachelor's degree in Finance/Management or related field and at least five years of experience in a similar field.

Interested candidates are encouraged to submit their application with updated CV. Please answer the following questions in your application.

1. Why are you interested for this position?
2. Please give some specific examples which reflect that you meet the required competencies.

The last date for submitting the application is **18th July 2010** to:

The Human Resource Manager, CARE International in Nepal
Pulchowk, Krishna Galli, Lalitpur. P.O.Box 1661, Kathmandu, Nepal
Or recruitment@carenepal.org

Preference will be given to potential Dalit, Women and Marginalized group candidates

Only shortlisted candidates will be notified