

VACANCY ANNOUNCEMENT

BNMT Nepal is a Nepalese Non-Governmental Organization dedicated towards the improved health and well-being of Nepalese people. Currently, BNMT Nepal is implementing AmeriCares funded Health Facilities Reconstruction and Health Service Strengthening project in Tistung, Nibuwatar, Phakhel, Makwanpurgadhi, Khairang, Basamadi and Dhiyal VDCs of Makwanpur district. Similarly, it is implementing Big Lottery Fund funded Rebuilding Communities in Nepal project in Makwanpur, Nuwakot, Sindhupalchowk, Bhaktapur and Kathmandu districts.

In line with this, BNMT Nepal seeks interested and eligible candidates for the following positions:

Position: Resource Mobilization Manager – 1 (Kathmandu with occasionally travel to project districts)

Position summary:

The Resource Mobilization Manager (RMM) will be primarily responsible to lead and facilitate BNMT Nepal's fundraising team to develop concept notes, funding proposals and to contribute in strengthening and maintaining effective relationships with funding affiliates and donors; explore funding sources and find appropriate projects.

Qualifications:

Masters degree in public health or health related field with at least three years experience in I/NGO sector. Proven track record of fund raising and in preparing project proposals.

Position: Monitoring and Evaluation Officer – 1 (Kathmandu with frequent travel to project districts)

Position summary:

The Monitoring and Evaluation Officer (M&EO) will mainly be responsible for the quality assurance of projects through monitoring and evaluation. The Officer will also be responsible to collect, compile, analyse and create monitoring and evaluation reports on time for donor compliance.

Qualifications:

Masters degree in public health or health related degree with minimum 2 years work experience the relevant field. Or Bachelor degree in public health or health related degree with 5-years work experience in the relevant field.

Position: District Coordinators – 3 (Sindhupalchowk, Nuwakot and Kathmandu)

Position summary:

This District Coordinator (DC) will be responsible for overall coordination and implementation of BNMT Nepal programme implementation of Big Lottery Fund funded project in the district.

Qualifications:

Bachelor Degree in public health or health related degree with minimum 1-year work experience or Health Assistant, Staff Nurse with 2- years work experience.

Position: Finance Assistant – 1 (Kathmandu with occasionally travel to project districts)

Position summary:

The Finance Assistant (FA) will mainly be responsible for the accounting and reporting of the AmeriCares funded and other projects of BNMT Nepal.

Qualifications:

Bachelor degree in Management, Finance or Accounting specialization is preferred or Proficiency Certificate level in relevant discipline with 3-years of work experience in Project accounting.

Position: Community Health Supervisors – 7 (Tistung, Nibuwatar, Phakhel, Makwanpurgadhi, Khairang, Basamadi and Dhiyal VDCs of Makwanpur district)

Position summary:

The Community Health Supervisor (CHS) will mainly be responsible for coordination, networking and liaison with partners and government stakeholders for the effective implementation of the project activities.

Qualifications:

SLC with 2-years work experience in community health related field or AHW/ANM with 1-year of work experience in community.

Deadline: 21 June 2016

Note: All positions are for 1-year (renewable) with 3-months' probation period. Detailed Job Description (JD) of respective positions can be requested electronically through reception@bnmt.org.np

Applicants, who meet the above requirements are requested to submit a cover letter, a detailed CV with a recent passport size photograph and at least names of two references either electronically or through mail to the following address:

HR and Administration Section
BNMT Nepal, P.O. Box 20564; Lazimpat, Kathmandu
Email: hrao@bnmt.org.np



AmeriCares

Local candidates will be given priority. BNMT Nepal applies positive discrimination to women and candidates from *Dalit, Janjati, Madhesi/Terai*, and other minority communities. BNMT Nepal reserves the right to reject any or all applications.