

# VACANCY ANNOUNCEMENT

## Programme Coordinator (PC)

Birat Nepal Medical Trust (BNMT Nepal) is a non-profit making Nepalese non-governmental organisation dedicated towards the improved health and wellbeing of Nepalese people.

BNMT Nepal is seeking to recruit a competent, committed, self-motivated and enthusiastic candidate independently for the position of **Programme Coordinator (PC)**. The main duty station will be Kathmandu with field visits as per requirement.

### **Position summary:**

**The Programme Coordinator (PC)** will be responsible to oversee, manage and ensure timely progress, deliverables and reporting of all the projects of BNMT Nepal. In addition, the Coordinator oversees project costs and makes sure they are well managed, monitored and evaluated. The PC will report to the Interim Administrator and will work closely with Executive Board Members of BNMT Nepal.

### **Qualifications/experience required:**

The incumbent should have Masters degree in Public Health and/or related field with at least 7-years of experience in a similar capacity. More specifically, BNMT Nepal seeks the following specific competencies for this position:

- Excellent communication skills in both written and spoken Nepali and English;
- Excellent advocacy and presentation skills;
- Excellent interpersonal, networking, negotiation and facilitation skills;
- Familiarity with the donor environment in Nepal and funding opportunities for NGOs;
- Prior experience of having worked with in coordination with the Government of Nepal;
- Ability to maintain coordination and collaboration between government offices, civil society networks, alliances and community organisations;
- Should be willing to undertake additional responsibilities, perform multiple tasks and work under pressure.

### **Duration:**

Initially 1-year with the possibility of extension. The first 6-months will be probationary period.

Applicants who meet the above criteria, are requested to submit a cover letter, a detailed CV with a recent passport sized photograph and at names of at least two references either electronically or through mail by the **31<sup>st</sup> of August 2014** to the following address:

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

Telephone enquiries will not be entertained. Only short-listed candidates will be invited for onward selection process. BNMT is an equal opportunity organisation, which 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.