

VACANCY ANNOUNCEMENT

BNMT Nepal is a Nepalese Non-Governmental Organization dedicated towards the improved health and well-being of Nepalese people. BNMT Nepal is built on the foundation of **Britain Nepal Medical Trust** (BNMT UK) with commendable history of serving the people of Nepal since 1967. It supports the Government on maternal & child health, nutrition, TB, other diseases and relief works. Its work covers strengthening the capacity of local institutions in responding to community health needs; empowering disadvantaged communities in accessing health services; and developing innovative approaches for affordable quality health services.

BNMT Nepal seeks competent, committed and result-oriented candidates for the following position:

Position: Advocacy, Networking and Resource Mobilization Manager

Duty Station: Head Office, Kathmandu with occasionally travel to project districts

Position summary:

The Advocacy, Networking and Resource Mobilization Manager (ANRM) will be primarily responsible to lead and facilitate BNMT Nepal's fundraising initiatives 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. The position reports to the Director based in Head Office Kathmandu.

Main Duties and Responsibilities:

- Writing concept notes and proposals;
- Donor scoping for funding opportunities and manage the application process in coordination with BNMT Nepal's fundraising team;
- Be updated about the specific requirements of donor calls and proposal submission deadlines;
- Coordinate with other I/NGO representatives and External Development Partners regarding fund raising activities;
- Assist the Director in advocating for policies, resources and good development practice through appropriate forums;
- Assist the Director in developing external / public relations strategy.

Minimum Required Qualifications:

Masters degree in Health related field or Business Administration with at least three years experience in NGO and INGO sector. Proven track record of fund raising and in preparing project proposals.

Skills/Qualities:

- Strong networking, coordination, communication and interpersonal skills;
- Proven ability to coordinate and write project proposals;
- Ability to perform multiple tasks and work under pressure;
- Excellent computer skills including navigating email, internet and MS Office Packages;
- Participatory and team approach to work and behavior;
- Excellent written and verbal communication skills in English and Nepali.

Duration:

Initially one year with the possibility of extension. First three months will be probationary period.

Deadline: 27 January 2016

Applicants, who meet the above requirements are requested to submit a cover letter, a detailed CV with a recent passport sized 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, Nepal
Email: hrao@bnmt.org.np

Telephone enquiries will not be entertained. Only short-listed candidates will be invited for onward selection process. 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.