



VACANCY ANNOUNCEMENT

Social Organization District Coordination Committee Parsa (SODCC Parsa) is reputed and non-profitable organization which is established in 1994 and registered district administration office Parsa under the government rules and also affiliated in social welfare council. Now it has been working for the children and women in province 2 to improve the status of children and women specially focus on the area of education, health, sanitation, child protection, gender based violence reduction, poverty alleviation, women empowerment, awareness raising and emergency response. Also it has been working for the capacity enhancement of youth, organizational management, community mobilization, and leadership development of women, children and stakeholders for well planning and program implementation

SODCC has signed a contract with People In Need (PIN) for implementing and managing the **Leave No Girl Behind (LNGB)** is a five-year program funded by the Girls' Education Challenge (GEC) and lead by People In Need (PIN). The project will be implemented by two local partner organizations, with strong emphasis on literacy, numeracy life skills and social norms transformation for married out of school adolescent girls in province 2. SODCC is working directly with School, SMC, PTA, and all relevant community forums in close coordination with Education Development municipalities and rural municipalities in local level for implementing activities related to **Leave No Girls Behind (LNGB)** of PIN in Bara and Rautahat.

Initial contract will be July 2021 and possibility of Extension as per donor guidance and program commitment. SODCC is inviting applications from suitably qualified and experienced candidates for the following to manage and implement **Leave No Girls Behind (LNGB)** of PIN in Bara and Rautahat. The last date of application is Aug 13, 2020 before 5 PM and application must be sent through email in sodcc.vacancy@gmail.com.

S.N.	Title	Number	Description/Primary Responsibilities	Required Skills and Qualifications
1	Project Manager	1	Under the direct supervision of the Executive Director, Project Manager will ensure timely and high-quality project delivery by local partner. The Project Manager will be responsible to led, manage and support field-based activities for LNGB project and represent SODCC at Provincial, local/district level. S/he will be responsible for staff management, support, coordination as well as other team members and consortium partners ensuring the project implementation as per requirement by the SODCC and donor's policy and compliance. S/he will ensure effective and timely coordination with partners and local stakeholders in all aspects of the project and the successful completion of assigned responsibilities.	<ul style="list-style-type: none"> • Master's degree in education, social science, rural development, or relevant field, with at least 3 years of demonstrated work experience or Bachelor's degree with 5 years of work experience. • Experience managing and monitoring projects implemented in remote locations. • Experience in coordination with local and provincial authorities. • Demonstrated experience in managing diverse teams, building and maintaining strong relationships with the project team, partners and local stakeholders. • Outstanding communications and networking skills. • Detail orientation and ability to work independently and meet deadlines.
2	Project Coordinator	2	Under the direct supervision of the Project Manager, Project Coordinator will complete primarily field-based activities for SODCC, Leave No Girl Behind project. S/he will ensure effective and timely coordination with project team, local stakeholders, and PIN and Aasaman for all aspects of the project and the successful completion of assigned responsibilities. S/he will report directly to SODCC Project Manager based in the head office.	<ul style="list-style-type: none"> • Project management. Bachelor degree in social science or development related fields, with good understanding and interest in • Minimum of two years' experience working in project management, field monitoring, data collection, and reporting preferably with development projects

3	Chief Master Trainer	2	Under the direct supervision of Project Manager, Chief Master Trainer will provide programmatic and technical support to plan, design and implement trainings/workshops on School based intervention and life skills. S/he will primarily be responsible to build the capacities of female facilitators. to conduct school intervention workshop and life skills classes to the married out of school adolescent girls, the direct beneficiaries of the project. As such, s/he will work in close coordination with the project team and the MEAL team to ensure relevance and quality of the trainings and improve learning.	<ul style="list-style-type: none"> • Bachelor degree in education or social science, with good understanding and experience in literacy, numeracy and life skills contents and classes. • Minimum of five years' experience working in education sector, preferably with non-formal education on literacy, numeracy and life skills for adolescent girls. Experience of working with marginalized and vulnerable groups is a plus.
4	Master Trainer	4	Under the direct supervision of Project Manager, Chief Master Trainer, Master Trainer will provide programmatic and technical support to plan, design and implement trainings/workshops on School based intervention and life skills. S/he will primarily be responsible to build the capacities of female facilitators. To conduct school intervention workshop and life skills classes to the married out of school adolescent girls, the direct beneficiaries of the project. As such, s/he will work in close coordination with the project team and the MEAL team to ensure relevance and quality of the trainings and improve learning.	<ul style="list-style-type: none"> • Bachelor degree in education or social science, with good understanding and experience in literacy, numeracy and life skills contents and classes. • Minimum of five years' experience working in education sector, preferably with non-formal education on literacy, numeracy and life skills for adolescent girls. Experience of working with marginalized and vulnerable groups is a plus.
5	Admin and Finance Coordinator	1	Admin and Finance Coordinator(AFC) is responsible for recording and reporting financial transaction with ensuring compliance with donor rules, regulation according to Nepal Government Laws and Organizational Policies related to activities implemented under community mobilization of Leave No Girls (LNGB) Program to increase family and community support for "Arambha" Project Bara and Rautahat in Nepal	<ul style="list-style-type: none"> • Bachelor's degree in Management or Accounts or Business Studies with 3 years of relevant work experience in financial management • Prior experience in managing I/NGO funds will be an added advantage • Knowledge of current government's tax policies and labor laws • Competent on computer skills, Microsoft office specially in the use of MS Excel and any other accounting software • Knowledge of accounting, auditing system and financial monitoring system
6	Meal Coordinator	1	MEAL Coordinator will support all M&E related activities under the LNGB project. This includes supporting the MEAL team to institutionalize and operationalize robust monitoring and evaluation system at the LNGB field office. S/he will be responsible for ensuring efficient information management, data quality, and strengthening the knowledge sharing and learning process across the organization, with partners and other stakeholders.	<ul style="list-style-type: none"> • Bachelor degree in social science or development related fields, with good understanding of key concepts and interest in MEAL systems • Minimum of two years' experience working in monitoring and evaluation, data collection, research, complaint and response mechanism, and reporting preferably with development projects
7	Safeguarding and Protection Officer	1	Under the direct supervision of Project Manager, SCPO will play a leading role in designing, planning, implementing, monitoring and assessing project activities through child development and	Masters' degree in relevant discipline(s), preferably law background or social science with 1year of relevant experience or Bachelor degree with 3 years of relevant experience.

			<p>protection framework, while ensuring compliance with SODCC/LNGB's safeguarding and child protection policies. S/he will lead interventions to record, report and redress any cases of violations of children's and vulnerable people's (including people with disabilities) rights to protection from abuse, exploitation, violence and neglect. SCPO is responsible for ensuring that quality programmes are initiated and capacities developed to provide protection to children and vulnerable adults. SCPO will be expected to lead on sectoral assessment, planning, coordination, and support recruitment at a provincial, district, Rural-municipality and community level. In most circumstances, the post holder will be expected to mentor and/or build capacity of existing programme staff and targeted community as well with close coordination with PIN.</p>	
8	Support Staff	2	<p>Support staff will do all the activities related to cooking, sanitation and cleanliness of SODCC office. S/he will be performing all these activities under the direct supervision of Admin and Finance Coordinator</p>	<ul style="list-style-type: none"> • Literate/Basic level • Proficient on cooking

Candidates from Province-2, women and other marginalized and minority group are encouraged to apply.

Qualified and interested candidates are requested to apply with a cover letter and updated resume with two recent references to sodcc.vacancy@gmail.com Aug 13, 2020 before 5 PM. Please mention the position in subject area of email during the application process.

Only shortlisted candidates will be contacted. Telephone and Email enquiries will not be entertained.