

Mukti Nepal is a youth women-led, non-governmental, and non-profit community-based organization dedicated to protecting human rights, promoting women's rights, and advocating for access to justice and preventing gender-based violence (GBV) since 2011 in Madhesh province specially in Siraha District, it is led by a dedicated women team with reach experience on social development and women human rights as well as committed to fostering equity and social justice.

As a renowned women-led organization based in Madhesh Province, Mukti Nepal has been at the forefront of addressing inequalities and GBV while promoting women's rights. Currently, the project "Ending Violence Against Women with Disabilities and Inclusive Governance, Fostering Independence, and Transforming the Environment for Women and Girls with Disabilities in Nepal" (IGNITE) is funded by UNTF. It will be implemented by Mukti Nepal in all 8 districts of Madhesh Province, led by NDWA in collaboration with CBM Global Disability Inclusion Nepal. Nepal invites applications from qualified and motivated candidates for the following positions:

Position: Cluster Campaign Officer - 1 (One)

(One for cluster: Bara & Parsa)

Duration: 2 years (annual contract renewal)

Key Responsibilities:

A. Stakeholder Engagement, Communication and Coordination:

- Act as the primary liaison for consortium leads and cluster (two districts)-level stakeholders, fostering effective partnerships.
- Facilitate engagement with local and provincial governments to ensure smooth project implementation.
- Represent the project in meetings, workshops, and forums to advocate for inclusive governance and equitable justice initiatives.
- Maintain communication with local, and district level stakeholders and report the progress of each and every activity to the Executive Director and donor.
- Coordinate day-to-day office operations and project implementation.

B. Planning, Implementation and Reporting:

- Develop detailed project implementation plans and ensure timely, efficient, and high-quality execution.
- Integrate diversity, equity, and inclusion principles into all project activities.
- Timely reporting to the organization as required.
- Achievement documentation Success story writing and sharing.
- Prepare event, monthly, quarterly and annual reports and project completion reports of the program.

C. Monitoring and Evaluation:

- Develop and implement monitoring frameworks to track Action for Justice (A4J) and IGNITE project progress and performance.
- Collect monitoring information from the field visits and reports
- Prepare periodic progress reports and share findings with the consortium and stakeholders.

D. Capacity-Building Initiatives:

- Organize and facilitate capacity-building programs for stakeholders and beneficiaries along with logistic support.

- Identify gaps and recommend training programs to strengthen the skills of the project team and local stakeholders.

E. Advocacy and Representation:

- Act as an advocate for marginalized groups, especially people with disability, women and youth, promoting their access to justice.
- Raise awareness about gender-based violence and justice reform through community outreach.
- Represent for wider collaboration and coordination on behalf of the organization at local, district and cluster level.

Qualifications

- **Education:**
 - Bachelor's degree in law, Social Sciences, Development Studies, or in a related fields (master's degree preferred).
- **Experience:**
 - At least 2 years of experience in program coordination, Action for Justice (A4J) or community development.
 - Demonstrated expertise in working with marginalized communities and advocating for disabled women's human rights.
- **Knowledge and Skills:**
 - Knowledge of the Nepali justice system, Action for Justice (A4J) and related policy frameworks.
 - Project management, communication, and facilitation skills.
 - Outstanding communication skills in Nepali and English (written and spoken).
 - Good computer skills including Word, Excel and PowerPoint
 - Good communication and negotiation skills, with an aptitude for external representation and networking.
 - Case Study/Case stories preparation
 - Knowledge of local languages to be considered an advantage.
 - Bike driving, License
- **Expected Behaviors**
 - Professional integrity, courtesy and demonstrating good governance processes in all work and personal outputs;
 - Teamwork & good working relationship with other Mukti Nepal members and all staff;
 - Organizational loyalty, commitment to work towards the sustainability and development of Mukti Nepal and its program goals;
 - Pro-actively and creatively seeks out opportunities to progress the movement and promotes every opportunity for all marginalized groups especially disabled, women, and youths;
 - Ensure the official confidentiality of the organization in any external communications.
 - Follow the policies, norms, constitution, finance team and values of the organization;
 - Willingness to conduct day to day communication with the stakeholders and project team.