



INSTRUCTION: Please fill the Job Application Form completely.

2. Date of Birth
Day / Month/ Year
1965/06/11

4. Sex

Male ☐ Female ☐

Others ☐

6. Permanent Address:
District:Lalitpur
Municipality: Mahalaxmi Ward No:4
Uttarganga tole
P. O. Box No:
E-mail:naveen.
ramkc2005@yahoo.com
Telephone No:9868017012

7. Present address if different

District:

Municipality:

Ward No:

P. O. Box No:

E-mail:

Telephone No:

8. Contact Address:

District:Lalitpur
Municipality Mahalaxmi
Ward No:23
Uttarganga tole
P. O. Box No:
E-mail:naveen.ramkc2005@yahoo.com
Telephone No 9868017012

[illegible]

<p>NGOs,/INGO, DPHO, DEO, and DDC ...Etc.)</p> <p>3 Coordination with the various district and community level personnel</p> <p>4 Conduct Community outreach programs through the networking of Nepal Red Cross Society (Banke, Bardia, Surkhet, Dailkeh, Jajarkot, Dolpa and Humla)</p> <p>5 Training, orientation and seminars conduct to various district and community level personnel</p> <p>6 Advocate and disseminate Red Cross principals and activities as well.</p> <p>7 Submit Monthly and quarterly program monitoring reports (narrative and financial) in a timely fashion.</p>									
<p>1. <u>General Responsibilities</u></p> <p>1 Planning, Monitoring and Evaluation of eye care services for 5 districts of Bheri and 2 of Karnali zone.(Dolpa and Humla).</p> <p>2 Develop and maintain good working relationship with local partner agencies (including local NGOs,/INGO, DPHO, DEO, and DDC ...Etc.)</p> <p>3 Coordination with the various district and</p>									

10. Education: Please give the name of the institute, dates (from-to) and the exact qualification obtained with main subjects.

Name, Place and Country of Institute	Attended Date		Qualification Obtained	Main Subjects of Study
	From	To		
Tribhuvan University, Nepal	2012	2014	Masters in Sociology	Sociology
Tribhuvan University, Nepal	2000	2002	Bachelor in Education (Economics)	Economics
India Board	2002	2004	Intermediate in Arts	Economics
Nepal Board	1988		School Leaving Certificate	Economics/Health

11. List job related trainings and skills you have

Title of Trainings	From	To	Organized by , Location
Ophthalmic Assistant	2047 BS	2050 BS	CTEVT/NNJS
Communication Skill training	1/10/1999	3/10/1999	Department of Drug Administration , Ministry of Health and Population and USAID. Nepal
Training of Trainers	2/12/2001	5/12/2001	

Job Related Skills (Computer/Software or others):

12. List membership of professional societies, activities and achievements in civic, public or international affairs:

Life Member of Graduate Pharmacist Association, Nepal (DPAN)
Life Member of Nepal Pharmacy Council

13. List any significant publications you have written

14. Employment Record: Starting with your present / most recent employment

Name of Employer (Organization)	Exact Title of your Position	Work Duration Date		Location	Reason for leaving
		From	To		
People in Need	Project Manager	12/2016	02/ 2021	Laximpat, Kathmandu	Project completion

Facilitate National Reconstruction Authority (NRA) to implement Relocation (Land grant and Housing grant) of Geo- hazard displaced and landless population affected by 2015 Earthquake (EQ);

Advocate on the issues of EQ affected population and assist NRA in policy formulation and development of guidelines; conduct consultative meetings with CEO of NRA and NRA Executive Members, NRA staffs, donors and relevant Government actors; implementation of protection and sustainable activities for the relocated and resettled beneficiaries by developing training curriculums on gender equality and social inclusion on and ensure the application of “Her Safety” training (GESI) in relocated sites ; facilitate to organise orientation on landslide mapping disaster management to the members of District Disaster Risk Management committee (DDMC); day to day management of project in coordination with Central/ District level NRA, Government associates, implementing partner and technical partner; recruitment, coordination and supervision of project staff and consultants; coordination, management and monitoring of the project finance, administration and logistics as per PIN's policy and guidelines; assist Line Manager in report writing to Donors; develop Standard Operation Procedure (SOP) of the project and handover to NRA and Donor upon the completion of the project.

Name of Employer (Organization)	Exact Title of your Position	Work Duration Date		Location	Reason for leaving
		From	To		
BP Eye Foundation /CHEERS hospital	Outreach & Training Coordinator	2074 BS	2078 BS	Lokanthali, Bhaktapur	

Your main Job responsibilities (precisely in points):

1. Plan of community eye care program
2. Prepare training curriculum/contents for various cadres
3. Monitor and evaluate eye health activities (Community program)
4. Prepare various report
5. Coordinate with various agencies for eye care program
6. Organize meeting/workshops

Name of Employer (Organization)	Exact Title of your Position	Work Duration Date		Location	Reason for leaving
		From	To		
TIPPITAKA eye hospital Myanmar	Senior Ophthalmic Technician	2018	2018	Myanmar	Phase out project

Your main Job responsibilities (precisely in points):

- Support hospital management in conducting community program /hospital base program
- Coordinate with hospital management and other required agencies

District WASH project ..USAID supported program At Kanchanpur 10 months project

Major responsibilities-

Technical guidance

Coordination

Monitoring of WASH and ODF campaigning

Reporting

Coordination with district and community level agencies

Senior Ophthalmic Officer - at Nepalgunj (swiss red cross supported program) - 15 years

Note: Please extend the table of employment record as required

15. References: list two immediate supervisors (from your recent/previous organizations) who can be contacted for a reference

Full Name	Full Address with e-mail address and contact phone numbers	Position/ Organization
Mr. Som Paneru	Nepal Youth Foundation Ekantakuna, Bhanimandal, Lalitpur G.P.O. Box 10012, Kathmandu, Nepal Phone: +977-1-5000059; 5000118; 5000154 Fax: +977-1-5000066; Mobile #9851054541	Chairperson Nepal Youth Foundation
Mr. Sundup Dorje Lama	sundupdorjelama@gmail.com Mobile# 9851100494	Former Program Manager People in Need

16. I certify the above statements are true, complete, and correct.

Date:

Signature: _____

- If you wish to add your resume/CV or any additional information along with this form, you may do so.
- Please attach a covering letter along with this form.