JOB DESCRIPTION

1. Project Coordinator (80% field based)
Number required: 1
Duty station: Rauwa and Nuwakot
Reports to: Executive Director
Contract Period: 1 Nov 2026 to 30 Sep 2027

Duties/Responsibilities

- Prepare and update annual, quarterly, monthly and weekly work plans with project staff and stakeholders.
- Lead implementation of livelihood recovery, reconstruction and WASH activities against approved targets and timelines.
- Monitor project progress against the logframe, indicators, budget and implementation schedule, identify issues and take corrective action.
- Provide guidance to the Overseer and other project staff, conduct team meetings, field visits and performance reviews.
- Prepare budget forecasts and monitor expenditure with the finance and administration team; ensure transparent use of resources.
- Coordinate with municipalities, rural municipalities, ward offices, government line agencies, community groups and development partners.
- Monitor outputs and outcomes; ensure transparent beneficiary selection, records, accessible feedback mechanisms and use of community feedback.
- Prepare timely narrative, progress and donor reports, with evidence, lessons learned and supporting documentation.
- Ensure compliance with safeguarding, prevention of sexual exploitation and abuse, anti-fraud, procurement and organizational policies.

Minimum qualifications and experience

- Bachelor's degree in Development Studies, Social Sciences, Civil Engineering, Agriculture, Public Health, Rural Development or a related field; a master's degree is an advantage.
- At least 3–5 years of relevant project implementation or coordination experience in the NGO/INGO sector.
- Experience in livelihoods, disaster recovery, reconstruction, WASH or integrated community development.
- Experience in team supervision, work planning, budget monitoring, stakeholder coordination and reporting.
- Good written and spoken Nepali and English; knowledge of the local language is an advantage.
- Good computer skills, including MS Word and Excel and willingness to travel frequently to project communities.
- Must hold a valid two-wheeler driving license.

Key competencies

Leadership, accountability, planning, problem-solving, communication, teamwork, conflict management, inclusion and commitment to safeguarding.

2.Finance Officer (20% field based)

- Number of Positions: 1
- Duty Station: Nuwakot
- Reports To: Project Coordinator /Executive Director
- Contract Duration: 1 Nov 2026 to 30 Sep 2027

Duties/ Responsibilities

- Maintain accurate and up-to-date books of accounts, ledgers, cashbooks, bank records, vouchers, and supporting documents in accordance with CARDSN procedures and applicable accounting standards.
- Check payment requests, invoices, bills, purchase orders, contracts, attendance records, and other supporting documents for completeness, accuracy and proper authorization before processing.
- Record project transactions in the accounting system and ensure expenses are charged to the correct project, budget line and accounting code.
- Ensure that all financial transactions are supported by appropriate documentation and approved by authorized personnel.
- Maintain proper records of cash advances, staff advances, vendor payments, and settlements in accordance with organizational policy.
- Monitor project budget utilization and prepare budget-versus-actual reports.
- Ensure that project expenditure is consistent with the approved budget, donor agreement and organizational financial procedures.
- Maintain an updated record of budget utilization and expenditure against each approved budget heading.
- Ensure timely bank deposits and payment processing in accordance with approved financial procedures.
- Maintain proper records of tax invoices, withholding certificates, payroll documents, and other statutory financial documents.
- Support internal and external audits, donor financial reviews and compliance checks.
- Must hold a valid two-wheeler driving license.

Minimum Qualifications and Experience

- Bachelor's degree in Finance, Accounting, Business Administration, Management, or a related field. A relevant professional accounting qualification is an advantage.
- At least 2–3 years of relevant experience in accounting or financial management, preferably with an NGO/INGO or donor-funded project.
- Knowledge of bookkeeping, bank reconciliation, budget monitoring, payment documentation, financial reporting and audit preparation.
- Good working knowledge of MS Excel and accounting software.
- Experience in NGO financial management and donor financial reporting is an advantage.
- Understanding of applicable Nepal tax and statutory compliance requirements relevant to the position.
- Good communication and coordination skills.
- Must hold a valid two-wheeler driving license.

Key Competencies

Integrity and professional ethics, Accuracy and attention to detail, Confidentiality and accountability, Financial analysis and problem-solving, Time management and organization, Communication and teamwork, Compliance with organizational policies.

3. Technical Supervisor- Civil Overseer (80% field Based)
Number required: 1
Duty station: Nuwakot and Rasuwa
Reports to: Project Coordinator
Contract: 1 Nov 2026 to 30 Sep 2027

Duties/Responsibilities

- Conduct field surveys and assess the technical feasibility of proposed infrastructure.
- Assist with technical drawings, cost estimates, bills of quantities (BoQs), material specifications and construction schedules..
- Monitor progress, workmanship, material quality and technical specifications; identify defects and recommend corrective measures.
- Maintain site diaries, measurement books, progress photographs and construction records.
- Support implementation of water supply systems, sanitation facilities, drainage, handwashing facilities and other approved WASH infrastructure.
- Coordinate water quality testing with authorized laboratories or competent service providers when required.
- Ensure accessibility, gender, child-safety, environmental and disaster-resilient considerations are incorporated where applicable.
- Verify quantities and quality of materials; maintain records of material use and report discrepancies, delays and cost risks.
- Coordinate with the local government technical sections, user committees and community representatives.
- Monitor site safety, use of personal protective equipment and measures to reduce environmental and community risks.

Minimum qualifications and experience

- Diploma in Civil Engineering or an equivalent recognized qualification relevant to the role.
- At least 2–3 years of relevant experience in construction supervision, rural infrastructure, reconstruction or WASH projects.
- Practical skills in site surveying, preparing estimates and BoQs, reading technical drawings and supervising construction.
- Knowledge of construction quality control, occupational safety and disaster-resilient infrastructure.
- Familiarity with AutoCAD and MS Excel is an advantage; ability to prepare technical reports and travel to field sites is required.
- Must hold a valid two-wheeler driving license.

Key competencies

Technical accuracy, attention to detail, quality assurance, field supervision, problem-solving, recordkeeping and occupational safety awareness.

4. Social Mobilizer (80% field Visit)
Number of Positions: 2 (50% women)
Duty Station: Rasuwa And Nuwakot
Reports To: Project Coordinator
Contract Duration: 1 Nov 2026 to 30 Sep 2027

Duties/Responsibilities

- Conduct household visits, community consultations, group discussions, and participatory assessments to identify community needs, priorities and barriers to participation.
- Explain project objectives, eligibility criteria, assistance packages, selection processes, timelines and feedback and complaints channels in clear and accessible language.
- Support transparent beneficiary identification and verification according to approved project criteria.
- Mobilize community members for livelihood training, skills development, income-generating activities, reconstruction support, WASH awareness and other approved project activities.
- Facilitate community meetings, orientations, training sessions, awareness campaigns and other field activities.
- Collect information on beneficiary participation and livelihood activities and report findings to the Project Coordinator.
- Support community awareness of safe construction practices and the importance of maintaining completed infrastructure.
- Conduct community awareness activities on safe drinking water, sanitation, personal hygiene, handwashing and environmental cleanliness.
- Promote menstrual hygiene awareness where appropriate to the project and community context.
- Collect and submit accurate field data, attendance sheets, beneficiary records, household visit records and activity reports.

Minimum Qualifications and Experience

- At least Grade 12 / +2 or equivalent. A diploma or bachelor's degree in Social Sciences, Development Studies, Agriculture, Public Health, or a related field is an advantage.
- At least 1–2 years of relevant experience in community mobilization, social development, livelihoods, WASH, reconstruction or similar field-based work.
- Previous experience working with rural communities or local development projects is an advantage.
- Good communication and facilitation skills in Nepali and the local language used in the project communities.
- Ability to maintain records, prepare simple reports and use a smartphone or basic digital data-collection tools.
- Ability and willingness to work regularly in communities and travel within assigned wards.
- Good interpersonal skills and the ability to work effectively with diverse community groups.
- Commitment to inclusion, accountability and safeguarding.
- A valid two-wheeler driving licence and access to a two-wheeler for regular field visits are mandatory.
- Candidates must be residents of the Rasuwa or Nuwakot districts

Key Competencies
Community engagement and mobilization, Respectful communication and facilitation, Inclusion and gender sensitivity, Accurate recordkeeping and reporting, Teamwork and coordination, Problem-solving and accountability, Commitment to safeguarding and community participation.