



Vacancy Announcement!!!

Dalit Alliance for Natural Resources (DANAR)-Nepal, Budhanilkantha, Kathmandu Nepal website: <https://danarnepal.org.np> is a Dalit organization working on natural resources (Land, forest and Water), climate change adaptation, policy, and advocacy. DANAR-Nepal would like to announce a new vacant program for the following positions for interested candidates to support the project executed by DANAR-Nepal.

1. Program Coordinator: 1

Roles and Responsibilities

- Analyze programs during planning, implementation, and follow-up to verify quality and ensure activities and services achieve stated objectives and outcomes.
- The Program Coordinator is responsible for overall lead in the design, development and implementation of DANAR program and projects; primarily represent the Partnerships and Program Development Unit; works in close coordination with all team members and reports to Executive Director.
- Lead the design, development and implementation of DANAR projects.
- Work in close coordination with all team members and play a facilitation role for proposal writing.
- Ensure timely and effective implementation of projects and program in line with the action plan, targets and deadlines
- Prepare proposals, plan of action and donor reports in coordination with other team-members
- Networking and partnership building with likeminded partners and donor agencies to develop new programs in line with DANAR's vision and mission and acquire support
- Facilitate fundraising and resource mobilization processes on the issues that DANAR works on.
- Review final proposals/ reports before donor submission
- Represent DANAR in relevant meetings locally, regionally and nationally.
- Perform any other duties required for the effective functioning of the organization and as assigned by the ED, or any one assigned by the Board.
- Oversee daily operations of all programs, including recruiting, appointing, and managing staff members, planning and tracking budgetary items, and evaluating activities for positive outcomes and legal compliance.
- Prepare, modify, and file reports and documentation as necessary, including daily summaries of activities and incidents, post-program overviews, recommendations for future services, and analysis of overall program effectiveness

Skills and Qualification:

- Bachelor/Master Degree or natural resources, forestry, agriculture or in a particular discipline.
- Proven experience of at least 5 years as program coordinator or relevant position.
- Knowledge of program management and development procedure especially in livelihood areas like coffee farming.
- Knowledge on coffee farming.
- Knowledge of budgeting, bookkeeping and reporting.
- Ability to work with diversity and multi-disciplinary teams.
- Detail-oriented with excellent organizational skills and adherence to deadlines.
- Able to communicate effectively both written and verbal.
- Fluency in English and Nepali both.
- Self-motivated and able to work independently when necessary.

2. Finance Officer:-1

Roles and Responsibilities:

- Perform the finance and admin related task of the organization in supervision and close coordination with ED of DANAR.
- Prepare payments of invoices/claims and advance requests for staffs, consultants and different parties.
- Ensure payroll/salary sheet of each staff and consultants calculated and adjusted as per contracts.
- Create and implement financial policies to guarantee operational efficiency.
- Oversee the preparation and planning of budgets.
- Contribute to financial audits.
- Perform periodic financial analysis to detect and resolve problems.
- Prepare balance sheets and invoices.
- Prepare bank reconciliation, pay monthly payment of telephone, electricity, water, bills in time and deposit taxes and approved from Inland Revenue Office.
- Make sure no payment is made without proper authorized signatures on documents according to Staff Regulations, Financial Rules and Regulations of DANAR.
- Make sure that the vouchers generated are prepared, signed and cross-checked with supporting documents.
- Ensure invoicing, filing the supporting documents of the project as per donor requirements and guidelines.
- Manage assets registration, carry out physical verification of assets according to financial management rules and regulations and ensure accuracy of non- recurring items stock book.

- Support in staff management including preparation and maintenance of a personal file of each of project's staff members and manage leave record accordingly.
- Handle petty cash.
- Assist in preparation of detailed cost estimates and lead reconciliation, budget analysis and projections as required.
- Follow up for accounts receivables and payables.
- Assist in logistic, financial and administrative management in the program organized by DANAR.

Skills and Qualification

- Bachelor Degree (Preferred Master Degree) in Finance/Accounting, Business, or Public Administration, or a professional accounting qualification from a recognized institute.
- Ability to prepare all financial reports and budget.
- Ability to work under stressful conditions.
- Minimum 5 years experiences in relevant field.
- In-depth knowledge of financial regulations and accounting processes.
- Outstanding analytical and time management skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.

3. Monitoring and Evaluation officer: 1

Roles and Responsibilities

- Develop and strengthen monitoring all project activities, expenditures and progress towards achieving the project output and recommend further improvement of the logical frame work.
- Support project designing, programing, coordinating and implementation of activities. This will involve working in communities. Development of presentations, facilitating sessions and conducting trainings in the communities.
- Design and revise monitoring and evaluation framework for DANAR Nepal's strategic plan, programs, and projects.
- Develop and update monitoring plans and adaptive management schedules for projects of DANAR Nepal in close coordination with relevant units and project teams.
- Develop/update formats and checklists for field project monitoring, result monitoring and participatory monitoring.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings for knowledge management.
- Conduct regular field level monitoring visits of the DANAR Nepal's projects and programs.
- Provide technical backstopping to projects and program units to conduct result monitoring
- Adopt/Develop a plan for project-related support supervision in M&E for staff and partners and organize/undertake visits/meetings with collaborating partners on M&E as required and check data quality.
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action and If necessary, create such discussions to fill any gap.

Skills and Qualification:

- Bachelor/Master Degree preferably in Statistics, Economics, Agriculture, Information Communication Technology/ICT Demography or Social Sciences or any other relevant discipline.
- Minimum of 5 years of experience in an M&E position responsible for implementing, designing and operating M&E activities.
- Strong capacity in strategic planning and performance measurement including indicator tracking, reporting, database management, and developing M&E and performance monitoring plans).
- Strong collaborator with strong communication and statistical skill who have ability to work with every department to streamline M&E focus/ needs and effectiveness as well as advanced skills in use of computer for PowerPoint presentations, excel, Ms word).
- Fluency in English and Nepali both.

4. Social Mobilizers /Field Coordinator: 2

Roles and Responsibilities

- Create awareness of project aim and objectives in the community level and develop capacity building plans.
- Implement the project activities smoothly as per the activity plan, maintaining the quality and timely outputs. Ensure that the benefits reach to the target communities timely and meet the results and objectives of the project.
- Assisting and providing supports to the Project coordinator and project assistant in the implementation of project activities and evaluate using several techniques and methods
- Participate in weekly/monthly reporting and planning meetings with the project assistant, archiving and filing all data and documents gathered by the team.

Skills and Qualification:

- Intermediate/ Bachelor in relevant discipline (preferably in agriculture/forestry) with at least 2 years of experiences in a similar -position, preferred- with NGOs/ INGOs having strong social mobilization skills.

- Updated knowledge of key issues on governance and Natural Resource Management.
- Updated knowledge on coffee farming.
- Records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
- Communicate clearly and concisely (both orally and in writing) as well as maintain effective working relationships with those contacted in the course of work.
- Experienced in MS office and the ability to use software necessary for project management and reporting.

Interns-2

Roles and Responsibilities

- Create awareness of project aim and objectives in the community level and develop capacity building plans.
- Implement the project activities smoothly as per the activity plan, maintaining the quality and timely outputs. Ensure that the benefits reach to the target communities timely and meet the results and objectives of the project.
- Assisting and providing supports to the Project coordinator and project assistant in the implementation of project activities and evaluate using several techniques and methods
- Participate in weekly/monthly reporting and planning meetings with the project assistant, archiving and filing all data and documents gathered by the team.

Skills and Qualification:

- Intermediate/ Bachelor in relevant natural resources, Forestry, agriculture or in a similar -field, preferred- with NGOs/ INGOs having strong social mobilization skills.
- Updated knowledge of key issues in rural development (gender, social inclusion, equity, empowerment, etc.), and Natural Resource Management.
- Records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
- Communicate clearly and concisely (both orally and in writing) as well as maintain effective working relationships with those contacted in the course of work.
- Experienced in MS office and the ability to use software necessary for project management and reporting.
- Support for executive director for update and the activities performed at the field level.

Job Details:

Duration: 1 year.

Opportunities and Personal Benefits: As per organization rules and regulations.

Interested candidates can apply with a resume and motivational letter to the email: danarnepal@gmail.com, not later than 27th November 2021. Only short-listed candidates will be contacted for an interview.

DANAR Nepal encourages applying from highly qualified and competent women and disadvantaged groups. DANAR keeps the right to accept or reject the above posts without giving any reasons.