

SOS Children's Villages Nepal, a non-governmental social development organisation, supports children without parental care and families in difficult living conditions through services in care, education, health and emergency relief. We advocate for the rights of children and young people, in alliance with a great diversity of partners. We offer a secure and friendly work environment and are committed to safeguarding the rights of children by having zero tolerance policy in this regard. We are further committed to providing a safe environment for coworkers and children, young people and adults with whom we work, where human rights are respected and upheld, and healthy relations are fostered by building organisational systems, capacity, and awareness on our Child and Youth Safeguarding Policy and Code of Conduct. We are now looking for interested and qualified individuals for various full-time contract positions under the **Nepal Multi-location Flood Response Project**.

Job positions:**1. Field Coordinator: 3 (Based in Rasuwa, Nuwakot and Dhading – one position in each location)**

The Field Coordinator, under the supervision of the Emergency Response Manager, plays a pivotal role in coordinating and overseeing the effective implementation of the emergency response and recovery programme at the field level. The position requires strong organisational, leadership, coordination and interpersonal skills, along with a good understanding of the programme's key areas, including child and youth safeguarding, mental health and psychosocial support (MHPSS), education, WASH, basic needs, livelihood recovery and disaster risk reduction. This role involves working closely with local government authorities, communities, schools, service providers and other stakeholders to ensure timely, quality and effective delivery of programme interventions, while requiring the ability to respond to emerging needs, address implementation challenges, and provide practical solutions in dynamic field situations.

Key performance areas and main responsibilities:

- Collaborate with the Emergency Response Manager and relevant stakeholders to develop, coordinate and implement the programme plan in line with project objectives and agreed timelines.
- Lead and support programme planning and implementation at the municipality and community level, covering child and youth safeguarding, MHPSS, childcare spaces (CCS), education, WASH, basic needs, livelihoods and disaster risk reduction interventions.
- Establish and maintain effective coordination with local government authorities, community leaders, schools, service providers, contractors and other relevant stakeholders to ensure smooth and timely programme implementation.
- Coordinate and supervise field teams, provide necessary technical and operational guidance, and identify capacity-building needs to ensure quality and effective delivery of programme activities.
- Oversee field-level resource planning, budget utilisation, activity monitoring and documentation; ensure appropriate beneficiary identification, service delivery, referral and community engagement in accordance with programme standards and organisational policies.
- Monitor programme progress, identify implementation gaps and risks, and prepare timely and comprehensive progress reports and updates for submission to the relevant management.

Qualifications, experience and skills:

- A minimum of a Master's degree in a relevant field (e.g., Development Studies, Social Sciences, Public Health, Education, Disaster Management, Rural Development, Management, Livelihoods, etc.), with at least a second division or equivalent from a recognised university.
- A minimum of three years' experience in programme/project management and field-level coordination, preferably in humanitarian response, emergency recovery, child protection, education, community development, WASH, livelihoods, health, nutrition or disaster risk reduction.
- Demonstrated experience in coordinating with local government, government agencies, communities and other stakeholders, with a proven track record in programme implementation, partnership building and community engagement.
- Knowledge and understanding of child and youth safeguarding, MHPSS, gender and disability inclusion, humanitarian principles and disaster risk reduction will be an advantage.
- Experience in coordinating rehabilitation, renovation or construction-related activities and monitoring field-level infrastructure works will be an advantage.
- Strong communication skills in English and Nepali, with proficiency in computer applications, including report writing.
- Excellent planning, coordination, leadership and problem-solving skills, with a positive attitude and willingness to work and travel in challenging field conditions.

2. Monitoring and Evaluation Coordinator: 1

The Monitoring and Evaluation (M&E) Coordinator, under the supervision of the Emergency Response Manager, plays a vital role in ensuring effective monitoring, documentation, and reporting of the emergency response and recovery programme. The position is responsible for establishing and maintaining appropriate Monitoring and Evaluation systems, tracking programme progress and results, ensuring data quality, and generating evidence to support programme learning, accountability, and informed decision-making.

Key performance areas and main responsibilities:

- Develop and implement a comprehensive Monitoring and Evaluation (M&E) framework aligned with programme objectives, indicators, targets, and reporting requirements, including appropriate data collection tools and methodologies.
- Establish and maintain effective systems for regular collection, compilation, verification, storage, and analysis of quantitative and qualitative programme data from field locations and different programme components.
- Monitor programme indicators and targets across key intervention areas, including child and youth safeguarding, MHPSS, childcare space (CCS), education, WASH, basic needs, livelihoods, and disaster risk reduction, and track progress against the approved programme plan.
- Conduct regular field monitoring and data verification visits to assess the quality, relevance, timeliness and effectiveness of programme activities and provide recommendations for improvement.
- Facilitate orientation and provide guidance to field staff and relevant coworkers on data collection tools, M&E processes, data quality, documentation, and reporting requirements.
- Prepare periodic M&E updates and progress reports, consolidate programme results and key findings, and provide timely analysis and evidence to support programme reporting, learning, and decision-making.
- Support the documentation of lessons learned, good practices, challenges, beneficiary feedback, and programme outcomes, and ensure that findings are communicated to relevant programme teams and management.

Qualifications, experience and skills:

- A minimum of a Master's degree in a relevant field (e.g., Development Studies, Social Sciences, Public Health, Education, Economics, Statistics, Development Management, or other relevant disciplines), with at least a second division or equivalent from a recognised university.

- A minimum of three years' relevant experience in monitoring and evaluation, preferably in humanitarian response, emergency recovery, development or community-based programmes.
- Demonstrated experience in developing M&E frameworks, indicators, data collection tools, data analysis, field monitoring, data quality assurance, and programme reporting.
- Experience in working with digital data collection and analysis tools and proficiency in computer applications, particularly MS Excel and other relevant data management or reporting tools.
- Strong analytical, communication and report-writing skills in English and Nepali, with the ability to present findings and translate data into practical recommendations.
- Strong coordination and interpersonal skills, with the ability to work effectively with field teams, programme staff, local stakeholders and other relevant stakeholders.
- Strong attention to detail, commitment to data quality and integrity, and a positive attitude with willingness to travel to programme locations and undertake field monitoring visits.

3. Coordinator – Mental Health and Psychosocial Support (MHPSS): 1

The Coordinator - MHPSS, under the supervision of the Emergency Response Manager, will be responsible for planning, implementing, coordinating and monitoring psychosocial support and Mental Health and Psychosocial Support (MHPSS) activities for children, young people, caregivers and other vulnerable individuals affected by the floods and related emergencies. The position will work closely with field teams, communities, local authorities and health and protection service providers to ensure appropriate psychosocial support, counselling, referral and mental health awareness services.

Key performance areas and main responsibilities:

- Provide Psychological First Aid (PFA), structured MHPSS activities and counselling services to affected children, caregivers and vulnerable individuals.
- Conduct psychosocial needs assessments and identify vulnerable individuals and groups requiring appropriate support and referral.
- Plan and implement psychosocial support activities in affected communities, Child-Friendly Spaces and other programme locations.
- Strengthen referral pathways and coordinate with local governments, health facilities, protection actors and other relevant service providers to facilitate access to specialised services.
- Support child protection and safeguarding activities, including community awareness on child protection, prevention of Gender-Based Violence (GBV), and available support services.
- Monitor psychosocial activities, document progress and challenges, and provide regular updates and reports to the relevant programme team.

Qualifications, experience and skills:

- A minimum of a Master's degree in Psychology with at least three years of relevant work experience; or a Master's degree in any discipline with a one-year Postgraduate Diploma in Psychological Counselling and at least three years of relevant work experience.
- Experience in psychosocial support, MHPSS, counselling, social work, protection, or humanitarian programming, preferably with experience working with children, caregivers, and communities affected by emergencies or displacement.
- Experience in working with communities affected by disasters, displacement or other emergencies will be an added advantage.
- Strong communication skills in both English and Nepali, along with proficiency in computer applications.
- Strong interpersonal, coordination and facilitation skills, with a positive attitude.

4. **Procurement Officer: 1**

The Procurement Officer, under the supervision of the Emergency Response Manager, is responsible for planning, coordinating, and managing procurement activities for the emergency response and recovery programme. The position will work closely with programme and field teams to ensure the timely, cost-effective, transparent, and compliant procurement and delivery of required goods, works, and services in line with organisational procurement policies and applicable laws.

Key performance areas and main responsibilities:

- Coordinate procurement planning and processes with programme and field teams to ensure timely availability of required goods, works, and services.
- Obtain and evaluate quotations, coordinate with suppliers and service providers, and facilitate procurement in line with organisational policies, donor requirements, and applicable procedures.
- Coordinate the procurement and delivery of programme and emergency response items, including shelter materials, WASH supplies, educational materials, and other required goods and services.
- Follow up with suppliers and service providers to ensure timely delivery and address procurement-related issues in coordination with relevant teams.
- Maintain complete and accurate procurement records, monitor procurement expenditure against approved budgets, and provide timely updates on procurement progress, challenges, and pending requirements.

Qualifications, experience and skills:

- A minimum of Bachelor degree in Business Administration, Business Studies or relevant degree with at least a second division or its equivalent from a recognised university.
- At least three years of relevant experience in procurement, supply chain, or logistics, preferably with an NGO or development organisation.
- Experience in procurement processes, vendor management, documentation, and compliance with organisational requirements, including procurement of emergency response items, WASH supplies, shelter materials, and educational materials.
- Excellent communication, negotiation, coordination, and computer skills, with proficiency in English and Nepali.
- Strong interpersonal and organisational skills, with a positive attitude.

5. **Childcare Space Facilitator: 3 (Based in Rasuwa, Nuwakot and Dhading – one position in each location)**

The Childcare Space Facilitator, under the supervision of the Field Coordinator, is responsible for supporting the day-to-day operation of safe, inclusive and supportive spaces for children affected by the crisis. The position will facilitate age-appropriate learning, recreational and psychosocial activities and work closely with children, caregivers, volunteers and community members to promote children's well-being and protection.

Key performance areas and main responsibilities:

- Facilitate age-appropriate educational, recreational, life skills and psychosocial activities for children at Child-Friendly Spaces.
- Ensure a safe, inclusive and child-friendly environment and promote the safety, protection and well-being of children attending space.
- Identify children who may require additional support and refer concerns to the appropriate programme staff through established referral pathways.
- Communicate and build positive relationships with children, caregivers and community members and encourage their participation in CFS activities.

- Coordinate with the Field Coordinator, Psychosocial Coordinator, schools and community stakeholders for effective implementation of activities.
- Maintain basic records of activities and attendance and submit regular updates to the Field Coordinator.

Qualifications, experience and skills:

- A minimum of a High School Graduate (10+2) qualification with at least a second division or equivalent.
- Preference will be given to candidates with at least one year of experience working with children, families or community-based programmes.
- Strong communication skills in both English and Nepali, along with proficiency in computer applications.
- Strong interpersonal skills and a positive attitude.

Salary and other benefits: As per the policies of the organisation.

Interested candidates are requested to apply with a **Cover Letter, Curriculum Vitae, Copies of Academic Certificates, (equivalence from relevant government agencies if studied out of Nepal), Copy of Citizenship Certificate, a passport size photo and the Employment Application Form (mandatory document to be downloaded from www.sosnepal.org.np/careers) to: vacancy@sosnepal.org.np by 5: 00 pm, October 9, 2026.**

*SOS Children's Villages Nepal reserves the right to reject any or all the applications without assigning any reason whatsoever. **SOS Children's Villages Nepal follows the Inclusive Policy and therefore encourages women, people with disabilities, people of ethnic minorities and marginalised communities to apply.***