

VACANCY ANNOUNCEMENT



A loving home for every child

SOS Children's Villages Nepal invites application from result oriented and highly motivated Nepalese citizens for the following positions in our various program locations. We offer a secure and friendly work environment; and are committed to safeguarding the rights of the children.

Job Positions:

1. Internal Controller – Finance (1): National Office, SOS Children’s Villages Nepal, Sanothimi, Bhaktapur

The Internal Controller will be responsible for establishing an effective Internal Control System within the organization, safeguarding of organization’s assets, developing policies and procedure of Financial Risk Management and compilation of budget versus actual expenditure reports and forecasts preparation. S/he will be responsible for enhancing the operational efficiency of the organization, ensuring transparency and compliance with the relevant regulations.

Qualification, Experience and Skills: Master’s Degree in Business Administration or equivalent in Accounting Degree from recognized educational institution with minimum two years of working experience as an Internal Auditor for donor funded programs or INGO/NGOs preferably CA / ACCA. Candidates are expected to have excellent capacity to assess situations or circumstances keenly and to draw sound conclusions. S/he should have sound knowledge of auditing standards and procedures, laws, rules and regulations of Nepal.

2. Fund Raising Officer (1): National Office, SOS Children’s Villages Nepal, Bhaktapur

The Fund Raising Officer will be responsible for the development, implementation and reporting of fund development strategies, annual plans and its regular review. S/he will be responsible for enhancing the brand of SOS Children’s Villages Nepal and its work amongst public and key stakeholders (e.g. High net worth individuals, corporate and business homes, likeminded development organizations and government agencies) by developing a long-term media and public relations programme. S/he acquires new donors and retain existing donors as per agreed targets. S/he prepares proposals, coordinating donor visits, organizing fund development events and contributing to development of donor communication material.

Qualification, Experience and Skills: Master’s Degree in any discipline preferably Master’s Degree in Business Administration (Marketing) is desired. S/he should have a minimum work experience of 3-5 years in fund raising with the non-profit organization. S/he should have an aptitude for preparing donor communication materials and funding proposals in a comprehensive language. S/he should have good knowledge of fund development strategies.

3. Counselor (1): Youth Care Dhangadhi

The Counselor will be responsible for supporting in the social, moral, emotional and intellectual development of **children and young people** and guiding them by assessing the special educational requirements of an **individual child and youth**. S/he should have good understanding of professional counseling approaches and strong skills on organizing and facilitating training/workshops. S/he should manage documents, maintain the database, and prepare the activity for children and young people, and reporting the events.

Qualification, Experience and Skills: Minimum Bachelor's Degree in Psychology or Bachelor's Degree in any discipline with one-year Post Graduate Diploma in Psychological Counseling and three years' relevant work experience or, Master's Degree in Psychology or Master's Degree in any discipline with one-year Post Graduate Diploma in Psychological Counseling and one-year relevant work experience. (Preference will be given to candidates having two – wheeler license).

4. Accountant (1) - SOS Youth Care Dhangadhi

The Accountant will be responsible for maintaining financial discipline with proper accounting system. S/he has to prepare financial reports, presentations, and manages day-to-day financial transactions and financial correspondence, realistic analysis of annual budget forecasts, including controlling and monitoring of budget.

Qualification, Experience and Skills:

Minimum Bachelor's Degree in Management with one year of relevant work experience. Knowledge of government regulations in relation to procurement and accounting system of Nepal will be an added advantage. S/he should have good command in both English and Nepali. Proficiency in using Microsoft Office Package, email and internet is a must. Candidates are expected to have excellent interpersonal skills and positive attitude. (Preference will be given to candidates having two – wheeler license).

5. Sponsorship Assistant (1): SOS Children's Villages Nepal, National Office, Bhaktapur

The Sponsorship Assistant will be responsible for managing sponsorship correspondence, assisting in sponsorship communication materials and carrying out administrative works related to the department. S/he has to analyze correspondence reports and share an analysis of their adherence to correspondence standard with the policy.

Qualification and Skills: Minimum Bachelor's Degree in any discipline, preferably in English or Mass Communication. Proficiency in using Microsoft Office Package, email and internet is a must. Candidates are expected to have excellent interpersonal skills with positive attitude. Basic idea on digital content production will be an added advantage.

6. Family Strengthening Programme Coworker (3): SOS FSP Sanothimi, SOS FSP Kavre, and SOS FSP Gandaki

The FSP Coworker will be responsible for assisting the children and caregivers of the Family Strengthening Programme and its monitoring and evaluation in the location. S/he should manage documents, maintain database, arrange field visits, plan the activities for livelihood, family and child development, and prepare reports. S/he should support in building a strong network of partner organizations and build positive relationships with the community and/or local authorities.

Qualification, Experience and Skills: Minimum Bachelor's Degree in any discipline with at least one year of relevant work experience. Experience of working with community based organization and local bodies will be an added advantage. (Preference will be given to candidates having two – wheeler license).

7. Monitoring and Evaluation Officer (2) : SOS Children's Village Gandaki , SOS Children's Village Surkhet

The Monitoring and Evaluation Officer is responsible to support the development programmes of SOS CV Nepal within the programme location. S/he takes a leading role in managing the monitoring and evaluation (M&E) systems and tracking monitoring indicators. S/he supports the implementation of self-evaluations for working with target groups under the supervision of Location Leader.

Qualification, Experience and Skills: Minimum Bachelor's Degree in Social Science, Public Health, Development Studies, or related subjects with at least one year of relevant work experience. S/he should have knowledge and work experience in the development of Result Framework, reviewing and analysing the data to improve the data quality, conducting Need Assessment of projects, writing project concept notes and preparing periodic progress reports. (Preference will be given to candidates having two – wheeler license).

For all the above-mentioned positions, candidates should have good command in English and Nepali languages (both written and speaking). Proficiency in Microsoft Office Package, email and internet is a must. Experience of working with children and young people will be an added advantage. Candidates are expected to have excellent interpersonal skills and positive attitude.

Salary and other benefits: As per the rules of the organization. **Age:** below 35 years

Interested candidates are requested to apply with a Covering Letter, updated Curriculum Vitae and Employment Application Form (please download it from www.sosnepal.org.np) by 16:00 hrs, **24 December 2020, Thursday to:**

vacancy@sosnepal.org.np.. **Application without clear 'Employment Application Form' will be disqualified.**

Only short listed candidates will be called for the further selection processes. SOS Children's Villages Nepal reserves the right to reject any or all the applications without assigning any reason whatsoever.

