

Regd. DAO/BJR 03/049, SWC: 2093/051

Pan Card No : 300796513



**PeaceWin**  
शांतिवीप



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## Vacancy Announcement

Published Date: 22<sup>nd</sup> October 2021

PeaceWin is a non-profit and non-governmental social development organization registered in the District Administration Office, Bajura in 2049 BS. It envisions proficient person, healthy family and prosperous society through social transformations, especially for women, children and youth. PeaceWin is operating its projects, programs and campaigns from its Head Office in Martadi, Bajura; Provincial Contact Office in Dhangadhi, Kailali and Branch Office in Kolti Bajura and Pokhara Kaski.

PeaceWin is going to implement "*Ending Agriculture Bonded Labour in Nepal (EABL)*" project in partnership with Action Aid Nepal in Budhinanda Municipality, Himali, Jagannath & Swamikartik Khapar Rural Municipalities of Bajura districts in Sudurpaschim Province. The major objective of this project is end the agriculture bonded labor and also to enhance their existing life style.

PeaceWin is looking for the dynamic and energetic candidates from local areas/district, minority communities, caste groups, people with disabilities and women are highly encouraged to apply for the following positions:

**Position: Project Officer (1)**

### Position objectives

project officer shall provide essential support to a project, working with the line manager and other team members to achieve project success.

### Major responsibility

- Coordinate, plan and facilitate meetings/workshop with stakeholders
- Prepare policy brief on Haliya and disseminate to the relevant stakeholders
- Prepare IEC materials related to project
- Prepare monthly, semi-annual and annual report
- Assist on preparing case story booklet
- Prepare action plan and ensure its effective implementation
- Monitoring the project staffs' performance and report to supervisors
- Facilitate to internal and external monitoring teams.
- Assist supervisor while developing training/orientation materials
- Effective mobilization of subordinates

### Minimum Qualifications

- Bachelor Degree in Development Studies, Social Work, RD or relevant discipline
- Minimum three years of experience working in development sector. Further more experience working with marginalize group will be preferable.
- Good knowledge on computer Microsoft, excel and power point.
- Competent in coordination, communication and public speaking
- Competency in Microsoft Office package
- Person with local residence would be highly preferable

### How to Apply

Interested candidates are requested to submit the cover letter and current detail CV filling the Vacancy Application form downloading from <https://www.peacewin.org.np/publications/forms-formats/> and submit to [vacancy\\_peacewin@yahoo.com](mailto:vacancy_peacewin@yahoo.com) before 5:00 pm, 28<sup>th</sup> October 2021. Only shortlisted candidate will be informed for next round.

Note: Telephone enquiries will not be entertained.