



Government of Nepal
National Women Commission
Bhadrakali Plaza, Kathmandu

VACANCY ANNOUNCEMENT

Background:

National Women Commission (NWC) is the key agency responsible for monitoring GBV, as well as investigating and recommending cases to law enforcement agencies. NWC is currently implementing the project titled *Integrated Platform for Gender Based Violence Prevention and Response in Nepal* which aims to promote greater awareness and changes in social norms that lead to GBV, improve the quality and reach of support services for GBV survivors, and strengthen the capacity of National Women Commission in addressing GBV. A key feature of this project will be the establishment of a national helpline that will help to improve the delivery of services to survivors of violence.

Application Process:

NWC invites applications from eligible candidates. All positions are short term for period of no more than 6 months and based in the NWC office.

Position Title	Brief Description	Eligibility
Helpline Manager	Oversee the day to day functioning of the Helpline and its services including monitoring demand, Staffing needs and quality. Manage the smooth functioning of helpline in coordination with others.	Masters in any discipline with special training in handling of communication equipment or provision of customer care services. 5 years of experience in the manager position.
Communication and Outreach Manager	Oversee all communication efforts for the IPGBVPR project. Conceptualize, design and implement social behavior change communication campaign etc.	Master's or equivalent in journalism; mass communication, social sciences or any other relevant field; minimum 7 years of experience in a similar position.
Strategy Development Consultant	Assist in the development of Strategic Plan; restructuring and expansion on Sambodhan Project; support capacity building.	Master degree in Social Science, Women Studies, and Gender Studies. 5 years of experience in the strategy development and managing projects.
M&E Specialist	Provide Comprehensive management of the project's monitoring and evaluation system for IPGBVPR including that of NWC.	Master degree in management, social research, development studies or a related field. Minimum 5-7 years relevant experience in M&E, developing result based framework.

Procurement Specialist	Manage procurement, Prepare Plan, , monitor and guide overall procurement related to the project.	Master's degree ; preferable working in construction management with specialization in procurement; 5 years of experience working in a similar position , experience of world bank procurement system and STEP.
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Application Process:

Deadline	30 th September, 2018
Application documents	Cover letter ,Latest CV, Work Experience, Educational Certificates, Character Certificates, Photo and copy of Citizenship Certificate; Expected Remuneration
Submission by email	Email address: info@nwc.gov.np/nwc.gov@gmail.com Subject: "Application for the position ____"
Submission by drop-off	"Application for the position ____" ATTN: Secretary National Women Commission, Bhadrakali Plaza, Kathmandu, Nepal
Selection Process	Interview and presentation

Only shortlisted candidates will be contacted for further selection process.

Women and candidates from socially disadvantaged, minority and indigenous communities are highly encouraged to apply.

