

VACANCY ANNOUNCEMENT

Arise and Shine Nepal is a registered organization to serve youths and respond their problems, leading them toward meeting their spiritual, social, and economic needs through an organized youth centre. To know more about us www.ariseandshine.org.np. The project site is located at Bhainsepati community of Kathmandu valley. Currently this organization announces for a position to work with us. Post details are as follows:

Post: Program Officer (1) Based in project office/site, Bhainsepati, Lalitpur with necessary field visits. Contract length: Regular after 6 months probation period.

Key Areas of Responsibility:

- Coordinate with the target groups and their families in creative ways.
- Organize the regular activities of the youth centre-CST, drop ins and trainings/classes.
- Conduct the youth development program, parents' awareness activities or trainings in a holistic way.
- Program plan and regular monitoring and evaluation of the activities or trainings.
- Monitor and track documents the progress and reports to the Manager.
- Arrangement of regular youth development trainings.
- Support maintaining friendly, peaceful and learning environment in the youth centre/training academy.
- To be willing to help the team members anytime to achieve the goal of the organization.

Qualification and Experience:

- Minimum Bachelors Degree in sociology/theology and preferred Master degree with focus on youth studies.
- Minimum 2 years ministry or development sector experience.
- Good computer skills.
- Strong English and Nepali language knowledge (verbal and written)
- Skill in Project cycle management, Project Design, Report Writing and budgeting
- Strong interpersonal skill, time management, learning attitude, flexible, creative, self motivated, independent, confident, able to work under risk groups and able to work under pressure.
- Knowledge on development issues in Nepal

Salary and benefits will be as per the policy of the organization. Interested individual who meet the requirements can apply for the post. Completed application should be sent to info@ariseandshine.org.np no later than 10th June 2019. Short listed candidates will be invited for the selection process. ANS reserves the right to appoint or postpone appointment without giving any reason.