



VACANCY ANNOUNCEMENT

Forum for Nation Building (FNB) Nepal is an NGO established by diversified youth professionals working in the area of human rights, access to justice, humanitarian assistance and sustainable development. The organization is currently implementing **Community Mobile Legal Clinic** Project in three earthquake affected districts viz. Sindhupalchowk, Gorkha and Bhaktapur with the aim of providing legal assistance to earthquake victims. FNB Nepal invites applicants from Nepali citizens for the following positions:

1. Post : Team Leader (1 Position)
Duty Station : Kathmandu with frequent visit to project location districts

Required Qualification and Experiences:

Minimum LL.B preferably LL.M with 4 years or more experiences of working at human rights, access to justice and advocacy with Advocate License.

2. Post : District Coordinators (3 Positions)
Duty Stations : Bhaktapur, Gorkha and Sindhupalchowk

Required Qualification and Experiences:

LL.B/ BL with minimum 2 years experiences of working at human rights, access to justice and advocacy with Advocate License.

3. Post : Program Officer (1 Position)
Duty Station : Kathmandu with frequent visit to project location districts

Required Qualification and Experiences:

Minimum Bachelor's Degree in a Social Sciences Law/Human Rights and related field and minimum 3 years of working experiences at report writing, documentation and business development

4. Post : Admin/Finance Officer
Duty Station : Kathmandu with possible visit to project location districts

Required Qualification and Experiences:

Minimum Bachelor's Degree with major in accounting/finance is preferred and atleast 3 years of experience in finance and accounting work in similar position preferably in NGO.

5. Post : Volunteers (40 Positions)
Duty Station : Bhaktapur, Gorkha and Sindhupalchowk

Required Qualification and Experiences

Students of LL.B and LL.M having desire to work for earthquake victims. Priority will be given to students from project coverage districts.

Detail Job Description of each position is available at www.fbnepal.org
For all positions:

Duration: February-December, 2016 with possibility of extension.

Application Procedures: Qualified and Interested Applicants are requested to submit a letter of interest, updated CV and name of two referees to our email address: hr.fbnepal@gmail.com **within February 2, 2016**. Only shortlisted contacted are contacted for written test and Interview.

Duties and responsibilities Admin/Finance Officer

The roles and responsibilities of *Admin Finance Officer* under 'Community Mobile Legal Clinic, are stated below:

- Responsible for maintaining books of accounts and necessary financial evidences required for auditing.
- Prepare and submit quarterly statement of expenditure, conduct audit as per the rules and regulations of the government.
- Prepare qualitative audit report reflecting managerial issues and weakness of the program and their solutions.
- Manage overall admin and financial documents related to the project and keep update information related to financial expenditure of the project.
- Bring significant issues arising from budget analysis and trend forecasting to the attention of senior management.
- Review and oversee the preparation of budgetary and implementation reports.
- Support Team Leader for effective use of budget as mentioned the project proposal.
- Work in close coordination with project team and assist the project Team Leader in all administrative and financial activities related to the project.
- Responsible for effective implementation project activities.
- Support the Team Leader to prepare the budgetary work plan and assist to generate the good financial reports. Support for effective implementation of the project.
- Represent organization when requested.
- Carryout any other responsibility as required as assigned by the organization.

In addition to the main duties and responsibilities above, the Admin Finance Officer may be required to undertake other related tasks that contribute to the aims and activities of the project.

Duties and responsibilities District Coordinator

The roles and responsibilities of *District Coordinator* under 'Community Mobile Legal Clinic', are stated below:

- Responsible for providing legal assistance to earthquake victims who comes in contact with district offices.
- Organize, coordinate and facilitate all the activities of the project at respective district.
- Coordinate and manage good and interpersonal relationship with governmental and non-governmental organizations and persons necessary for effective implementation of the project.
- Support to earthquake victims and family members in order to provide them compensation and benefits guaranteed by the Nepal government and other supporting organization in respective districts. .
- Prepare a database of all the cases registered and maintain proper case file and case studies of supported cases.
- Assist Team Leader and support to effective implementation of the project.
- Represent organization when requested.

In addition to the main duties and responsibilities above, the District Coordinator may be required to undertake other related tasks that contribute to the aims and activities of the project.

Duties and responsibilities Program Officer

The roles and responsibilities of *Program Officer* under 'Community Mobile Legal Clinic', are stated below:

- Responsible for documentation all project activities and preparation of reports.
- Prepare monthly, quarterly, half yearly and final report of the project.
- Work in close coordination with project team and assist the project coordinator in all documentation activities related to the project.
- Responsible for effective implementation project activities.
- Support the Team Leader to prepare the work plan and assist to generate the good reports, IEC materials and other relevant documents related with the project.
- Support for effective implementation of the project.
- Represent organization when requested.
- Carryout any other responsibility as required as assigned by the organization.

In addition to the main duties and responsibilities above, the Program Officer may be required to undertake other related tasks that contribute to the aims and activities of the project.

Duties and responsibilities of Team Leader

The roles and responsibilities of *Team Leader* under ' Community Mobile Legal Clinic' , are stated below:

- Responsible for effective implementation of the project.
- Prepare the work plan for the effective implementation of the project and share with project team, project partner and the Executive board of FNB, Nepal.
- Organize, coordinate and facilitate all the activities of the project.
- Coordinate with internal and external stakeholders relevant to the project including donor/s.
- Coordinate with all staffs under the project in the center and district offices.
- Coordinate and manage good and interpersonal relationship with governmental and non-governmental organizations and persons necessary for effective implementation of the project.
- Coordinate with and supervise subordinates for implementation of the activities planned under the project.
- Exploration into recent developments on training methodologies, techniques and tools.
- Monitor the progress of the activities on the basis of the work plans and action plans.
- Coordinate with the management department for administrative and financial matters.
- Represent organization when requested.
- Carryout any other responsibility as required as assigned by the organization.

In addition to the main duties and responsibilities above, the Team Leader may be required to undertake other related tasks that contribute to the aims and activities of the Community Mobile Legal Clinic project.