



महुली सामुदायिक विकास केन्द्र Mahuli Community Development Center

Agnisairkrishnasavran-5, Bakdhuwa, Saptari

Est. 2051

S.D.A.O.Reg.No.23/051/02
S.W.C.A. No. 3260/052/06/1
N.R.B. Fi.P.No. 06/057/02/3

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मिति : २०७६/०८/२०

श्रीमान् प्रमुख ज्यू,

विषय : विज्ञापन टाँस गरिदिने समबन्धमा



उपरोक्त समबन्धमा महुली सामुदायिक विकास केन्द्र (एम.सि.डि.सि.) ले Welthungerhilfe(WHH) को सहयोगमा डाकनेश्वरी नगरपालिका, राजगढ गाँउपालिका र विसनपुर गाँउपालिकामा WASH कार्यक्रमको लागि आवश्यक जनशक्ति आवश्यकता भएकोले विशेष जानकारीको लागि Jobsnepal.online vaccancy.mcdc@gmail.com Apply मार्फत प्रकाशित गरिएको छ र यसै पत्र साथ संलग्न गरेको विज्ञापनको Hard CoPY संलग्न गरी पठाईएको छ त्यस कार्यालयको सुचना पार्टिमा टाँस गरी समबन्धित सम्पूर्ण सबैको जानकारीको लागि सुचित गरिदिनुहुन यो सुचना टाँस गरिदिनुहुन अनुरोध गरिन्छ ।

सहयोगको लागि धन्यवाद !

बोद्धार्थ

१. श्री डाकनेश्वरी नगरपालिका सप्तरी
२. श्री राजगढ गाँउपालिका सप्तरी
३. श्री विसनपुर गाँउपालिका सप्तरी

प्रभु नारायण चौधरी
कार्यकारी सचिव तथा निर्देशक

कार्यकारी सचिव
तथा निर्देशक

Mahuli Community Development Center

Agnisairkrishnasavran-5, Bakdhuwa, Saptari

VACANCY ANNOUNCEMENT

Mahuli Community Development Center (MCDC) is one of a non-governmental organization working in Saptari district since 1994. It works for various social developmental activities coordinating with developing partners and government organization. Currently, MCDC is going to implement the Welthungerhilfe (WHH) supported project titled "**Strengthening municipal-wide WASH governance for social change in Saptari District (NPL1060)**" of Province No. 2. Here, we invite applications from interested and qualified Nepali citizens for the following positions: Positions are located in Saptari district and will be based on Project site.


1. Project Coordinator -1 position

The position is based in Saptari district with frequent visit to the project locations. The Project Coordinator is responsible to back stopping of project partners, oversee project implementation, coordination with partners and line agencies and quarterly and interim reporting of the project.

Qualification and experiences: Nepali citizen, at least 5 years of similar experience with I/NGOs and government especially in Terai region of Nepal having MSc in environmental science/ engineering, development studies or equivalent degree from the recognized university. Bachelor's degree with +7 years of experience in managing large grant WASH programme. Refer to see the Job Description for more detail requirements of this position.

2. WASH Officer (Engineer)-1 position

The position is based in Saptari district with frequently visit to project location. The WASH Officer is responsible to lead and assure the quality of technical aspects of community-based drinking water supply systems, WASH in local level and public institutions. She/he is responsible for finalization, technical feasibility, design/ drawing, endorsement, and quality monitoring, including ensuring the functionality of the systems. The position will support the capacity building of field staffs (civil engineers) and coordinates closely with government's technical department to ensure project work is in line with their guidelines and compliance as well.



Qualification and experiences: Nepali citizen having graduate in civil/environmental engineering with focus on WASH and groundwater. At least 5 years of similar working experience in I/NGOs and government especially in Terai region of Nepal. Refer to see the Job Description for more detail requirements of this position.

3. Nutrition Officer – 1 position

She/he will lead the Nutrition component of program. Effective planning, implementation and monitoring of project activities related to nutrition and hygiene promotion in three program Municipalities of Saptari district and ensure the overall achievement of project outcomes related to Nutrition. Under the direct supervision of Project, he/she is responsible for effect and efficient implementation of project activities, supervision and coaching of project staffs and coordinating with municipal authorities, stakeholders, and Welthungerhilfe field team.

Qualification and Experiences:

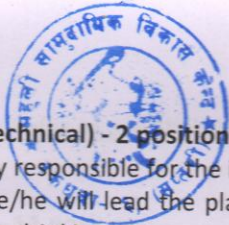
Nepali citizen having at least 4 years of similar experience with I/NGOs and government specially in Terai region of Nepal. B.Sc. Nursing, Public Health or equivalent degree from the recognized university. PCL Nursing with +7 years of experience in similar position also can apply. Refer to see the Job Description for more detail requirements of this position.

4. Enterprise Development Officer– 1 position

The position holder is responsible for overall management and Implementation of Entrepreneurship related component of Project. She/he will lead the planning, implementation and monitoring of Entrepreneurship on WASH related to drinking water supply, solid waste management, WASH in institutions, nutrition, and WASH governance of Saptari district and ensure the overall achievement of project outcomes related to WASH business and opportunities. Refer to see the Job Description for more detail requirements of this position.

Qualification and Experiences:

Nepali citizen having At least 4 years of similar experience with I/NGOs and government specially in Terai region of Nepal. Bachelor's degree in economics, business management, Enterprise Development and or relevant field, Solid working experience on business development sector and having creative idea and skill on business promotion through entrepreneurship.



5. WASH Officers (Non-Technical) - 2 position .

The position holder is solely responsible for the implementation of project activities for the assigned local unit/Palika. She/he will lead the planning, implementation and monitoring of project activities related to drinking water supply, total sanitation, WASH in institutions, nutrition, and WASH governance in at least one Municipality of Saptari district and ensure the overall achievement of project outcomes. Under the direct supervision of Project, he/she is responsible for effective and efficient implementation of project activities, supervision and coaching of project staffs and coordinating with municipal authorities, stakeholders, and Welthungerhilfe field team.

Qualification and Experiences:

At least 4 years of similar experience with I/NGOs and government specially in Terai region of Nepal. Having Bachelor's degree in Public Health/Environment sciences/ engineering, development studies or equivalent degree from the recognized university. Solid working experience in water supply, sanitation and hygiene particularly focusing on safely managed drinking water, Post-ODF (Total sanitation), Fecal Sludge Management and Solid Waste management. Refer to see the Job Description for more detail requirements of this position.

6. Admin and Finance – 1 position

The position holder is responsible for overall management of financial activities and administrative procedure of he/she is responsible for effective and efficient management of project field office, responsible to observe the activities and coaching of project staffs in terms of financial policies and procedure.

The Admin and Finance Officer Bears lead responsibility and accountability of effective operation of project field office, orient and mobilization of project staff, timely planning and execution of financial transaction to maintaining financial discipline, organizational development and institutionalization of synergy amongst core and non-core programs assuring periodic reporting and documentation. He/she will manage his/her 80% time for the table work, financial planning, documentation, review of financial progress whereas 20% time for field visit, verification and onsite coaching and mentoring of field staff in terms of financial discipline with the coordination of PC and Officers. He/she is fully responsible to update all the documents related to the organization according to filing system, logistics management and administrative responsibilities as accordingly.

Qualification and Experiences:

Nepali citizen having At least 4 years of similar experience with I/NGOs and government especially in Terai region of Nepal. Bachelor's in Finance, Accounting, Business or

Business Administration. Refer to see the Job Description for more detail requirements of this position.

7. WASH Field Mentors – 11 position

The position is tasked to take a lead in social mobilization activities in the target areas, applying established tools on community organizing, rapport-building and social mobilization of the MCDC. The main function of the position holders, not limited though, to assess the needs for the mobilization, and subject-based social mobilization & effectiveness of the plan and establish effective beneficiary communication and feedback system to evaluate the performance of the activities. S/he will also ensure that activities have been implemented according to the standards and within the framework of the MCDC and WHH program guideline and policies. She/he will lead the community project activities related to drinking water supply, Total sanitation, WASH in institutions, nutrition, and WASH governance in two wards of any program Municipality of Saptari district and ensure the overall field level project progress. Refer to see the Job Description for more detail requirements of this position.

Qualification and Experiences:

Nepali citizen. At least 2 years of similar experience with I/NGOs and government especially in Terai region of Nepal. Having 10+2, Or, PCL, HA, CMA, Sub-overseer level of academic qualification or equivalent degree from the recognized institution. Local and Marginalized people from concerning palikas/District are given priority. Refer to see the Job Description for more detail requirements of this position.

Application procedures:

Any interested candidate meeting the criteria of above mention's position requirements, request to send your updated CV and application with two reference to vaccancy.mcdc@gmail.com, by **16 Dec 2019, 04:00 pm** Nepali time. Female and local residence candidates are highly encouraged to apply. Only shortlisted candidates will be notified for the further selection process. Right to reject and select the application shall remain to the organization. If you need detail JD of the vacancy post please contact through given email.

Recruitment Committee

MCDC, Bakdhuwa, Saptari

