



## **Vacancy Announcement for the Position of Paid Volunteer**

Social Protection Civil Society Network (SPCSN) is a liberal forum of 13 Non-Governmental Organizations (NGOs) and 3 International Non-Governmental Organizations (INGOs) promoting social protection issues in Nepal since 2012. It seeks to enable social protection coverage to the most vulnerable groups, the ultra-poor population as right-based approaches.

The team seeks to assign a paid volunteer who will be regularly supporting to achieve the project and the organizational goals.

**Type of assignment: Paid Volunteer**

**Duration:** 2.5 months (*probable extension based on the performance*)

**Project Area:** Kathmandu Valley

**Starting Date:** 20 January 2022

**Remuneration:** As per organizational rules and policy. The only shortlisted candidate will be a call for a written and interview test.

**Number of Position:** 1

**Reporting:** SPCSN Chairperson, and Program Officer

**Submission Deadline:** 15 January 2022

### **Brief Job Description**

The volunteer will assist the Program Officer of SPCSN to implement the project activities. S/he is responsible to conduct/handling activities as mentioned below:

S/he will regularly support

- To maintain efficient administrative systems and control mechanisms to support the smooth running of the operations and ensure compliance with administrative, human resources, and financial rules and procedures.
- to writing meeting minutes in English and Nepali Languages.
- to may include drafting concept notes, event management, follow-up plan, and processing them to the executive board of SPCSN.
- to collect bill vouchers, library file management, and support program officer in maintaining the records and documentation.
- to support in financial settlement and procurement process of the organization.
- to prepare a financial report (Journal and voucher)
- to support any other tasks assigned by the SPCSN team.

### **10. Eligibility and Selection Criteria**

- A candidate having at least BA, BBS, BSW, and or other relevant studies will be eligible to apply for the position.



- A candidate who knows NGO-based programs, social mobilization, data management, financial background (preferably NGO registration, internal/external audits, etc.), and relevant experience is preferred.
- A candidate having a two-wheeler vehicle and driving license is highly preferred.
- Shortlisted candidates will be notified through email and virtual interviews will be organized for selection processes.
- A selection committee member from SPCSN will be engaged during the selection processes.
- A preference will be given to female candidates.

Please send us your updated resume, academic qualifications, experience letters, and latest photographs by emailing us at [\*\*vacancy@spcsnnepal.org\*\*](mailto:vacancy@spcsnnepal.org). We are committed to safeguarding and promoting the welfare of children, young people, vulnerable adults, minorities, the person with a disability, Dalits, marginalized communities and expect to adore the policy of the organization. Canvassing at any stage shall lead to automatic disqualification.