

Vacancy Announcement



Media Advocacy Group (MAG) is a national NGO working in Nepal since 2008 to ensure Right to Information; to promote Gender Equality in and through media; and developing trust and understanding between Media and Civil Society Members. MAG invites application from the interested and experienced Nepalese candidate for the following post.

Position: District Project Coordinator

Duty Station: Sindhupalchowk and Dhading

Duration: 1st Oct, 2017-30th Sept 2018

Working Hours: 48 hrs./per week (Sunday to Friday; 8hrs/day)

Salary: Negotiable

Reports to: Program Coordinator (Central Office)

Major Roles and Responsibilities

The district project coordinator will be the key person of contact in the respective district for the project '**Leverage Right to Information against Trafficking and Unsafe Migration in the Post-Disaster Reconstruction**' funded by UN Women. She/he will be responsible to carry out the overall management and coordination of the activities related to the project in the respective district during its implementing period as follows:

- Support Program Coordinator/Program Officer at Central office to prepare the monthly and quarterly work plans
- Effective implementation of approved plan and activities in accordance with the agreed methods/strategies
- Participate in monitoring activities together with central office team and other project stakeholders
- Support the Program Coordinator at Central Office to prepare monthly, quarterly and the annual progress reports

2. Project Coordination and communication

- Coordinate with line agencies, communities, project beneficiaries, local private sector service agents and suppliers, and other stakeholders at project level for effective delivery of project activities
- Communicate the project related information regularly to Program Coordinator/Program Officer
- Travel frequently to project corridor /VDC in respective districts and communicate with project beneficiary communities as per needs
- Maintain good relations with project beneficiaries and district local governments and other district level stakeholders

3. Disseminating the experiences

- Coordinate and facilitate for local workshops and training for district stakeholders and beneficiary communities as planned in the project action plans of respective districts
- Monitor and Mentor the RTI champions
- Attend meetings, workshops and other information dissemination events with different district level stakeholders

4. External Communication

- Provide constructive suggestions and field level feedbacks to the Project staffs
- Represent the project and Partner Organization at different levels of meetings, workshops as and when necessary

Minimum Qualification:

- At least Bachelors degree in social sciences
- Strong communication and analytical skills
- Good report writing skill
- Good knowledge and experience of advocacy programs on women and gender issues
- Have 2 years prior working experience with similar nature of organizations
- Have work experience with the government institutions and understanding of community governance

- Willingness and enthusiasm to stay and work with vulnerable communities living in rural and remote areas of the district

Contract period: For and being the project project

Note: Priority will be given to female candidates, candidates from disadvantage communities and the candidates from the respective districts.

TO APPLY,

If you are the right person we are looking for, please send in a comprehensive CV with cover letter before 25th September 2017 to maggroup08@gmail.com within the office working hours.

Only short listed candidates will be called for further selection process.

MAG promotes workforce diversity and applies positive discrimination to women candidates and candidate from Dalit, Janjati, Madeshi/Terai and other minority groups.