



VACANCY ANNOUNCEMENT



(Date of Publication: November 8th 2017)

Background

Family Planning Association of Nepal (FPAN), a Member Association of International Planned Parenthood Federation (IPPF), is a leading NGO having wide service network in the field of Sexual and Reproductive Health (SRH) in 31 districts of Nepal. FPAN has partnered with the government for more than 55 years in providing outreach services, training to FP service providers, and delivering comprehensive FP and sexual and reproductive health (SRH) services. It contributes over a quarter of all national SRH efforts, targeting hard-to-reach, marginalized and disadvantaged groups. FPAN invites applications from qualified and dynamic Nepalese citizens for the following vacant positions for USAID-funded “Support for International Family Planning Organizations (SIFPO2)” project in 11 districts of Nepal that will strengthen and expand family planning services and increase access for underserved, remote and vulnerable populations. The project will also focus on strengthening the Government of Nepal’s (GoN) family planning services and capacity to deliver sustainable services to these populations.

Position	Required Number	Base (Location)	Major Function	Minimum Requirement
District Project Coordinator (8 th Level) Gross Salary: - 35,760	3	Bhojpur-1 Kanchanpur-1 Bara-1	Implementation of the project activities at district level.	Master in Public Health, nursing or equivalent standard of education with 2 years of relevant experience or Bachelor in Public Health, nursing or equivalent standard of education with 3 years of relevant work experience.
Sr. Finance Officer (8th Level) Gross Salary: - 35,760	1	Central Office, Pulchowk, Lalitpur	Management of day to day financial activities and transactions in the central Office and coordinate with districts regarding financial transactions.	Master in Business Administration, Finance, Accounting or equivalent standard of education with 2 year of experience in relevant field. or Bachelor in Business Administration, Finance, Accounting or equivalent standard of education with 3 years of experience.
Finance Officer (7 th Level) Gross Salary – 32262	1	Central Office, Pulchowk, Lalitpur	Management of day to day financial activities and transactions in the central Office and coordinate with districts regarding financial transactions.	Bachelor in Business Administration, Finance, Accounting or equivalent standard of education with 2 years of experience.

M & E Officer (6 th Level) Gross Salary: -26,446	2	Sarlahi-1 Rasuwa - 1	Responsible for monitoring, evaluation, data collection, compilation and analysis in 11 districts.	Master degree in public health, demography, statistics, social science and sociology or equivalent standard of education with 1 year in relevant field or Bachelor with 3 years of experience in relevant field.
Admin and Finance Officer (6 th Level) Gross Salary: -26,446	Few	Project districts	Management of district level day to day administration, logistics and financial activities in the project district.	Master in Business Administration, Finance, Accounting or equivalent standard of education with 1 year of experience relevant field or Bachelor with 3 years of experience in relevant field.
BCC Officer (6 th Level) Gross Salary: -26,446	6	Banke-1 Dang-1 Kanchanpur-1 Surkhet-1 Sarlahi-1 Rasuwa-1	Responsible for the development & implementation of district level BCC activities.	Master degree in public health, nursing, social sciences or equivalent standard of education with 1 year in relevant field or Bachelor with 3 years of experience in relevant field

Apply

*Interested Nepalese citizens are requested to submit an Employee Application Form (download from www.fpan.org) clearly mentioning the **position and location** in the subject heading applying for the above mentioned post along with a signed latest CV to the Central Office or email: vacancy@fpan.org.np within 10 days of the first publication of this notice . Only short listed candidates will receive information for further selection process. The organization is committed to equal opportunities and cultural diversity. Candidates not exceeding 56 years of age on end of 2017 shall be qualified to apply. FPAN encourages application from women, ethnic minorities, physically challenged persons, people living with HIV, without any discrimination including against sexual minorities.*

Attempt to influence at any stage of the selection process will negate the cause of the candidate. FPAN reserves all rights to accept/ reject any or all application without assigning any reason.