

VACANCY ANNOUNCEMENT

 (Date of Publication: 3rd June, 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
M & E Specialist (10th Level) Gross Salary:- 46,386	1	Central Office, Pulchowk, Lalitpur	The M&E Specialist will provide overall technical leadership for project monitoring in order to ensure high standards of the project efficiency, effectiveness & economy and act as the lead for the M&E team. S/he is responsible for M&E planning, routine data collection & analysis, knowledge management, monitoring & Evaluation as well as information sharing of program and project. The position requires 30% of time in field visits for supervision, monitoring of the district level program & technical backstopping to the field staff on recording & reporting in line with government & FPAN system.	Master degree in public health demography, statistics, or equivalent standard of education with 6 year of successful experience in the area of monitoring and evaluation and or operational research, interpreting, analyzing and documenting results from national and international organizations.
HR & Admin Manager(10th Level) Gross Salary:- 46,386	1	Central Office, Pulchowk, Lalitpur	The HR & Admin Manager will be responsible for planning, implementation, coordination, monitoring, and reporting of human resources management in accordance with FPAN human resource manual and in compliance with USAID requirement for the USAID funded SIFPO2 project. She/he will also support the preparation of human resources development plan of the project and up-gradation of knowledge and skill	Master Degree in Management, or Equivalent Standard of Education with 6 years of Relevant Experience in the area of Management, Preferably in Human Resources Management, personnel Administration, Training /Capacity

			in personnel management.	Building of Human resources and organization development.
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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 **15 June, 2017**.*

Only short listed candidates will receive information for further selection process. The organization is committed to equal opportunities and cultural diversity. Candidates not exceeding 54 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.