



Background

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of child poverty and to create a more equal world for girls facing girls and vulnerable children. Plan International has 85 years' experience doing this in more than 70 countries. Plan International has been working in Nepal since 1978.

We invite applications from interested candidates with priority from females, minority and youth groups for the following positions:

1. Project Specialist-Shikshya-Re-advertisement (*Fixed-term until February 2026 based in Dhanusha; Open for all applicants*)

***As this is re-advertisement, candidates who applied earlier, need not apply.*

Responsibility: Oversee and ensure a high-quality project delivery/ implementation of *Promoting gender equality through education (Shikshya)* project in Dhanusha and achieve the project targets set; Manage overall project cycle management and support Project Manager; Planning, budgeting, capacity building, documentation, reporting, quality assurance and partnership management; Ensure compliances of organization and donor including improve school facilities, build capacities of teachers, prepare/update comprehensive school safety Action Plan along with integrating it in school improvement plan (SIP), promote community-led initiatives for education, and influence education policy to consider gender-responsive and inclusive education in school.

2. Operations Assistant based in Regional Office East and West- 2 Positions (*Fixed-Term Employment of 2 years from date of employment; Open to female applicants only*)

Responsibility: Support Plan International Nepal's Office to ensure Admin, Logistics and Procurement activities are in line with organizational objectives complying with the policies and procedures; Responsible for purchase order creation, maintenance and data cleansing on SAP; Update and Create Procurement trackers and spread sheets as required for Procurement data entry; Front Desk administration including sponsorship gift management; Manage cash fund transactions and accurately maintain record of expenditures and cash balance on a daily basis; Ensure regular payment of utility bills; Organize regular servicing/repairs of office building.

To Apply,

Log on to www.p2p.com.np for details of job position. The deadline for application is **Friday, 18th August 2023**. Applications are solely accepted through People2People online application procedures. Only shortlisted candidates will be contacted for further selection process. Canvassing at any stage of processes shall lead to automatic disqualification. Due to the urgency of the positions, recruitment will be held on rolling basis and Plan International reserves the right to select a candidate prior to the deadline.