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## Vacancy Announcement

The Lutheran World Federation (LWF) Nepal is an international, non-governmental humanitarian and development organization that has been working in Nepal since 1984 focusing on Sustainable Livelihood, Quality Services and Protection and Social Cohesion. The LWF Nepal requires that everybody associated with it abide by its Child Protection Policy and the Code of Conduct.

**The Lutheran World Federation Nepal invites applications from all potential Nepali candidates for the following positions.**

1. **Resource Mobilization & Communication Officer, Grade 8 based at Country Office, Kathmandu – 1 position (for female only)**
2. **Project Officer – Economic Recovery Officer, Grade 7 based at Provincial Office East, Damak – 1 position (for female only)**
3. **Information Technology (IT) Associate, Grade 5 based at Country Office – 1 position**

Please refer to <https://nepal.lutheranworld.org/content/announcements-nepal> for the Job Description

**Result oriented Nepalese individual candidates are requested to submit the CV along with the interest letter to Human Resource Department at [recruitment.nepal@lutheranworld.org](mailto:recruitment.nepal@lutheranworld.org) by 9 December 2022**

*Qualified female candidates and candidates from Dalit, Persons with Disabilities, disadvantaged and socially excluded group are strongly encouraged to apply. Only shortlisted candidates will be notified for selection process. Canvassing shall lead to automatic disqualification. Telephone enquiries will not be entertained.*

## Job Description

<b>Organizational unit</b>	LWF Nepal/ Country Office
<b>Position Title</b>	Resource Mobilization and Communication Officer
<b>Grade/Step</b>	8/0
<b>Duty Station</b>	LWF Nepal, Country Office, Kathmandu
<b>Reports to</b>	Program Coordinator

### OVERALL

Resource Mobilization and Communication Officer is responsible for fundraising and development of proposals within the strategic framework for LWF Nepal, and as a communication focal point for LWF Nepal. The main responsibilities of the position are for Resource Mobilization (80%) and Communications and Documentation (20%).

### SPECIFIC:

#### Resource Mobilization (80%)

- Keep abreast of relevant resource mobilization opportunities and maintain up to date donor maps and files.
- Design and develop dynamic and attractive fund-raising materials (including online and printed materials) tailored to meet the needs of attracting new donors for LWF Nepal (including foundations, private/corporate and other).
- Gather relevant narrative and statistical information to be used to populate new funding proposals that require evidence and information on LWF Nepal's relevant experience (or track record) in the various sectors (e.g. food security, livelihoods, protection and social cohesion, etc.).
- Update and manage this information so that it is always available, and can be easily repackaged for use in new donor applications and project proposals.
- Organize needs assessment and studies as required for purposes of resource mobilization.
- Where required, coordinate needs assessments, project design workshops and external stakeholder consultations to support project design process.
- Develop proposals for new and existing donors, in coordination with partner organizations, the relevant LWF Nepal staff. Ensure that proposals are developed to donor standards and comply with capacities of partners and resources.
- Ensure that proposals components are duly aligned between narrative, log frame, work plans, and budgets.
- Coordinate closely with Program, Projects, Technical Units, Finance, Administration and Human Resources to ensure funding proposals are in alignment with policies and practices.
- Participate in donor liaison meetings and inter-agency coordination forums, whenever needed.
- Coordinate and network with relevant stakeholders for purposes of supporting proposal writing.
- Seek opportunities to partner with ACT Alliance and other INGOs/NGOs/ private sectors in consortiums as appropriate.
- Actively liaise with the World Service Global Funding Unit in Geneva and with online, regional and country based donors to facilitate resource mobilization for LWF Nepal.
- Review and support small grant applications from local partners and assist them to improve their project design and management.
- Assess and analyse both successful and failed concept notes and funding proposals for learning purposes.
- Recommend detailed resource mobilization strategies in order to sustain the program.
- Actively build the resource mobilization capacity of the management team members.



### **Communications and Documentation (20%)**

- Improve, update and maintain LWF Nepal website in collaboration with the person responsible for IT.
- Identify how knowledge products can be reformatted (including translation) for different audiences and other communication channels.
- Coordinate for feature stories/human interest stories and best practices/innovations for communication and exchanging knowledge and experiences of projects intended to achieve.
- Produce program/project intro, briefs and periodic fact sheets in consultation with respective staff.
- Produce fact sheets for LWF Nepal's strategic programmatic areas (Quality Services, Livelihoods, Protection/Social Cohesion) and for other relevant organizational areas as required.
- Coordinate for dissemination plan and delivery of the knowledge products which includes uploading all outputs to LWF website/ Newdea or any other officially approved appropriate dissemination techniques including online social media.
- Coordinate with other stakeholders (i.e. government, academia, INGOs, civil society organizations and research institutions) to share the projects' knowledge as well as to encourage them on capturing and disseminating learning and knowledge related to LWF Nepal's programmatic areas.
- Ensure LWF's and donors' visibility requirements and compliances with regard to communications.

### **Organizational Policies, Compliances. Safeguarding and Code of Conduct**

- Ensure LWF policies and procedures are understood and applied at all times.
- Ensure the compliance (i.e. government, donor, organizational policies, procedures and requirement), including safeguarding and code of conduct, PSEA, child protection policy, finance manual, procurement manual, HR manual, and the Newdea.
- As a LWF Nepal staff, provide proactive feedback and reporting to the LWF Nepal Senior Management Team for any risks and internal/external issues around project/organizational reputation as well as any solutions to overcome it.
- Carry out other responsibilities as assigned by the Program Coordinator and Country Director or his/ her delegate as per the need of the organization.

### **Minimum Qualifications and Skills**

- Master's Degree in Development Studies, Social Sciences, or other relevant subject with 3 years or relevant experience in M&E and documentation, resource mobilization, communication with a strong preference of experience from an International NGO and/or Humanitarian work.
- Proven track record in fundraising, resource mobilization and communication approaches.
- Good knowledge of institutional mandates, policies and guidelines related to fundraising, documentation and communication.
- Good skills in organizational profiling and communication through knowledge and niche management, visibility and media partnerships.
- Ability to work in a flexible but organized and responsive manner under pressure and in stressful situations where priority setting is required.
- Solid understanding of rights-based programming and development.
- Good understanding of gender equity and social inclusion.
- Proven track record in coordination, liaison and networking.
- Very good computer skills, excellent written English and Nepali, and communication and facilitation skills.
- Willingness and enthusiasm for taking additional responsibilities as per organizational needs.

**Note: The job description is subject to revision as per the requirement of LWF Nepal.**

## Job Description

<b>Organizational unit</b>	LWF Nepal, Provincial Office East
<b>Project Name</b>	Enhancing Community Resiliency through Economic Development of the most vulnerable people affected by COVID-19 pandemic
<b>Position Title</b>	Program Officer
<b>Duty Station</b>	POE, Damak with frequent field visit
<b>Report to</b>	Provincial Program Manager, Provincial Office East (POE)
<b>Grade/step</b>	7/0
<b>Current Employee</b>	TBS

### Overall

Under the overall guidance and direct supervision of Provincial Program Manager, the Program Officer, whose primary responsibility is to manage COVID Response Program – Economic Recovery is entrusted with the responsibility for planning, executing, monitoring and evaluation of the humanitarian and development programs under provincial office east. The Program Officer shall assist to Provincial Program Manager to perform his/her duties within the framework of LWF Nepal's Country Strategy (CS), Country Result Framework and its alignment with global strategy. This position will focus on interactions with the target communities and implementing partners (IPs) and support for their capacity development on effective and efficient program management. S/he will report to the PPM and assist accordingly. The Program Officer shall work closely with the Provincial Program Manager, Coordinators, Finance and Admin Managers/Officer and successfully carry the following tasks:

- Familiarize and work in accordance with the Vision, Mission, Overall Goals and Objectives of LWF as a Humanitarian Organization.
- Be familiar with Government policies, plan and directives concerned with humanitarian and development issues related with an anticipated results and objectives of the organization.
- Familiarize and work in accordance with the established strategies and policies of LWF Nepal
- Be free from the political influence of any parties and the political activities.

### Specific:

#### Assessment, Design and Planning

- Contribute to promote/ensure Rights-Based Approach (RBA), resilient livelihoods, good governance, accountability, gender equality and social inclusion practices in the projects responsible for and its coverages
- Support IP to identify, design and develop quick impact interventions in the project areas
- Assist PPM to prepare implementation plan based on approved annual plan, identify priority, and facilitate to prepare monthly plan of self and Ips staff and mobilize/mentor them accordingly
- Review the Plan and Budget in close coordination with partners and staff and recommend it to the PPM for further processing
- Promote/Ensure participatory and bottom-up planning, monitoring and evaluation.
- Facilitate to partners to follow and participate in government planning process from the community level.
- Lead in designing Detail Implementation Plan (DIP) of the project in consultation with Ips
- Regular review and reflection of the project interventions and periodic update of the operation plan.

#### Implementation of the project interventions

- Ensure effective and timely implementation of approved activities mobilizing the IP
- Provide technical support on short term/cycle entrepreneurial/business interventions as recovery interventions and link it to longer term livelihood strategy
- Assess current development needs as per the programmatic themes on an on-going basis and assist in program development to secure funding for new projects from a range of donors

- Facilitate other service providers for effective operation of the project interventions.
- Support finance section assessing the project's expenditure trends and support program team timely fund utilization.
- Provide technical support to IP as and when needed on farm/off farm interventions
- Ensure compliance of LWF Nepal's M&E system and contribute documentation of POE.

### **Monitoring and Reporting**

- Carry out systemic monitoring of activities following agreed performance indicator and collect the project information for reporting
- Maintain project record/database as per donor/support organizations requirement and generate report accordingly
- Develop monitoring plan of the project interventions and undertake regular monitoring with regular feedbacks and technical backings as per the identified gaps
- Prepare and submit periodic quality reports following donor/support organizations requirement.
- Contribute in preparing quarterly, half-yearly and annual reports following donor/support organizations requirement.
- Keeps up-to-date record activities and beneficiary for M&E with qualitative and quantitative information
- Ensure participation of project beneficiaries in all stages of PCM and their proactive engagement for quality of programming
- Prepare knowledge documents including case stories, success stories, photographs of before and after situation for fund raising as well as documentation purpose.

### **Coordination and Networking**

- Develop and build good relationship with relevant stakeholders, government, rural municipality (RM) and respective ward for smooth operation of the project
- Coordinate with other like-minded organization linking project interventions to services and business
- Maintain close coordination with LWF provincial team, country team and respective section for operation of the project
- Support to establish operational linkages between beneficiary group/Cooperatives/Financial institutions and market/private sector
- Maintain operational relationship with province, district, and municipal governments
- Closely work local government and leveraging resources from local government and private sectors for program synergies.

### **Other duties**

- Ensure effective implementation of LWF Nepal policies and commitments including Core Humanitarian Standard (CHS) Complaint; Response Mechanism (CRM); Child Protection Policy (CPP); Code of Conduct (CoC)
- Contribute to strengthen inclusion, gender, environment in all phases of PCM
- Represent LWF Nepal at local level coordination meetings and thematic task groups.
- Performs any other tasks as assigned by the immediate supervisor.

### **Qualification and Experiences**

- Bachelor's degree with at least three years of relevant experiences of working in emergency, recovery program/projects.
- Experiences of planning, designing and operation of quick impact project.

***Note: The job description is subject to revision as per the requirement of LWF Nepal.***

## Job Description

Organizational unit	LWF Nepal/Country Office
Position Title	Information Technology (IT) Associate
Duty Station	Country Office, Kathmandu-required Field Visit
Report to	Admin Officer
Grade/step	5/0

### Overall

The Information Technology (IT) Associate reports to the Admin Officer and manages and provides hardware and software maintenance, training and consultation, and recommendations about future planning and development of resources. Providing these services in an effective and efficient manner will ensure maximum access to and implementation of technology services and resource.

### Manage information technology and computer systems

- Ensure proper installation and operation of IT-related soft- and hardware in LWF Nepal offices. Operate and maintain the electronic attendance device and maintain data confidentially.
- Coordinate with relevant LWF Nepal staff to discuss system requirements, specifications, costs, and timelines, and design, develop, implement, operate and administer computer and telecommunications software, networks, and information systems.
- Plan, organize, direct, control, and evaluate the operations of information systems and electronic data processing.
- Develop and implement policies and procedures for electronic data processing and computer systems operations and development.
- Work closely with relevant LWF Nepal staff in controlling the computer systems, budgets, and expenditures.
- Recommend the LWF Nepal on purchasing IT and communication-related soft- and hardware or equipment. Conduct research on current and potential IT resources and services for this.

### Ensure technology is accessible and equipped with current hardware and software

- Be familiar with all hardware and software, network operating systems, and IT technologies. Maintain current and accurate inventory of technology, hardware, software, and resources. Troubleshoot all hardware, software, and network operating system issues.
- Provide orientation to new users and staff on potential uses of existing technology, and provide individual staff on their request for IT support. Provide software and connectivity-related support to individual staff.
- Maintain network facility, and online data library and keep track of LWF country office domain controller, firewall, Internet, and E-mail & file server. Provide network access to staff and visitors as required. Coordinate with IT LWF Geneva for creating and providing email IDs to all required staff.
- Maintain a log and/or list of required repairs and maintenance. Identify and prepare hardware for disposal when appropriate. Ensure hardware is stripped and secured before disposal.
- Install workstations. Connect and set up hardware. Load all required software. Monitor the security of all technology. Install and maintain Foolproof passwords. Input and maintain IP addresses. Advise staff of security breach and/or change in password or security status. Ensure installation of lockout programs. Provide IT clearance for LWF staff while leaving the organization.
- Be fully responsible for maintaining and updating the LWF Nepal website. Maintain and update all LWF Portal e.g., PADOR, SAM, FFR System, AMP, SWC Database, UNDP, DFID or UNHCR, and others.
- Design Central Document Library online store systems for all program/project staff. Maintain LWF Central online library.
- Assist the staff of LWF Nepal in setting up PowerPoint presentations on the office premises.
- Ensure the proper installation and function of online Teams call during official meetings. Ensure proper installation and function of PowerPoint presentations during official programs outside the office premises as well.
- Carry out any other official duties informed by the supervisor, Country Director, and management.

**Required Qualifications, skills, and Competencies:**

- At least Bachelor's degree in Information Technology (IT), Communication.
- Minimum 2 years of professional experience in the field of Information Technology (IT), documentation, and communication in I/NGOs.
- Good Interpersonal and official communication, email, and internet skills with a learning attitude.
- Capacity to introduce and replicate new tools and technology in communication and information management, proper documentation and report writing.
- Ability to work effectively in a team and build good coordination
- Good command in communication and writing in English.

***Note: This job description is subject to annual revision or as per the requirement of LWF Nepal.***