



Background

Plan International is an independent development and humanitarian organization 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 to create a more equal world for 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. Accountant -2 positions** (*Fixed-Term Employment of 2 years from date of employment*) based in Regional Office-East & West (Janakpur & Surkhet)
Responsibility: Under the guidance of the Finance Specialist, the role performs regular and recurring accounting functions, including maintaining and reviewing accounting records and maintaining the general accounting documentation in a timely, reliable and reasonable manner; Responsible for reviewing and ensuring all documents comply with Plan Nepal Operational Manual, Policies and procedure designed by management, FOB and the applicable Tax legislation
- 2. Finance Specialist-Grants USAID Equity and Inclusion in Education** (*Fixed term employment until 31 December 2025*) based in Country Office
Responsibility: Provides overall financial, grants and compliance support to the project; Support in financial reporting on grant performance, budgeting and monitoring project expenses in accordance with relevant USAID regulations and in line with Plan's policies and procedures.
- 3. Technical Advisor- Education** (*Fixed-Term Employment of 2 years from date of employment*) based in Regional Office-West, Surkhet
Responsibility: Support to develop Plan International Nepal's strategy and programmatic/influencing approach on education; Support Senior Technical Advisor- Learn in designing, implementing and monitoring education projects; focused to increase learning outcomes of basic level children via promoting child friendly learning environment, strengthen gender transformative & inclusive learning environment & system, improve STEAM based teaching & learning system, reduce disaster risk & climate change effect in schools and communities; Responsible for capacity development of Plan International Nepal and its partner staff on education.
- 4. Project Coordinator- Empowering Adolescent Girls through Education for Brighter Future in Sindhuli** (*Fixed-Term employment until June 2026*) based in Sindhuli under Regional Office-East
Responsibility: Oversee and ensure a high-quality project delivery/ implementation of Empowering Adolescent Girls through Education for Brighter Future Project and achieve the set targets; Engage with Business Development (BD) team to ensure Plan and/or donor compliance and timely reporting. Responsible to manage overall performance of partners under Learn programme at district level



5. Program Specialist (Re-advertisement; Fixed-Term Employment of 2 years from date of employment) based in Regional Office- West, Surkhet)

Responsibility: Oversee and ensure a high- quality project implementation, in both development and humanitarian settings, and achieve targets towards Plan's requirements through overall management of the implementing partners in the respective areas and districts, under the direct supervision of Program Manager; Represent Plan in various forums in the respective sector/s including in government at municipal, district and provincial level and other stakeholders; Work closely with Program Quality and Innovation Department to enhance the technical quality of program implementation and to provide necessary field information in developing winning proposals and with Influencing, Campaigns and Communications Department to advance Plan's campaigns.

6. Finance Coordinator- Adolescents' Access to Sexual and Reproductive Health and Rights Project (AASH) (Re-advertisement; Fixed term employment until December 2026) based in Regional Office West, Surkhet

Responsibility: Effective financial management to ensure that project activities implemented are at the best quality with the most competitive costs and they respond to CO, NO and GH Policies and procedures in compliance with donor's condonation; Lead in financial management including monitoring, coaching and capacity development of implementing partner's finance staffs; Ensure accurate and timely financial management, including expense booking, cost recovery, compliance with donor conditions, and submission of comprehensive reports, while actively supporting the regional office team, coordinating with project managers, conducting frequent field visits for partner monitoring, and facilitating financial training for project partner.

*For re-advertised roles, candidates who have applied earlier, *may not apply*.

To Apply,

Log on to www.p2p.com.np for details of job position. The deadline for application is **13th May 2024**. 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 a rolling basis and Plan International reserves the right to select a candidate prior to the deadline.

In recognition of the various needs of People with Disability (PWD), please reach out to People 2 People for direct application submission process.