

Vacancy Announcement

## Project Officer Nepal

**Duty Station:** Nepal

**Deadline for Applications:** 10 May 2023

**Starting Date:** As soon as possible

**Contract Period:** One year contract with a possibility of extension.

### **Background**

Terre des Hommes Netherlands (TdH NL) aims to protect children by preventing and stopping child exploitation and by empowering children to make their voices count. TdH NL focuses on sexual exploitation of children, the worst forms of child labour, child trafficking and migration, sexual and reproductive health and rights, and on child protection in humanitarian crises. For each of these forms of child exploitation, TdH NL is developing and implementing projects and programmes through local partners, mainly in Asia and East Africa. In Asia, TdH NL works in Cambodia, the Philippines, Thailand, Bangladesh, India, and Nepal.

**Vision:** Our vision is that children can flourish in a world free of all forms of exploitation.

**Mission:** Our mission is to protect children by preventing and stopping child exploitation. And by empowering children to make their voices count.

### **General characteristics**

The position of the project officer is a coordination position with a mainly operational character. The project officer plays a role in implementing the department's established policy.

### **Objective of the function**

The project officer is responsible for implementing the operational policy and coordinating daily work.

### **Position in the organisation**

The project officer receives hierarchical leadership from the manager of the department in which the position is based. .

### **Result areas:**

#### **1. Coordinate company policy**

Result: Company policy is coordinated in such a way that objectives have been achieved.

#### **2. Maintaining contacts**

Result: Relevant internal and external contacts have been maintained.

#### **3. Improve workflows**

Result: Work processes have been improved in such a way that the quality of service remains secure and employees are sustainably able to achieve the goals.

## **Knowledge and skills**

- Intermediate or higher level vocational training (NL: MBO/HBO)
- Mid/ High level applied thought and working ability.
- Knowledge of management techniques.

<b>Project Officer</b>
<p><b>A. Showing initiative</b> Showing the initiative to take action and get the job done before that is asked of you.</p> <p><b>Level 2:</b> Handles extra duties on own initiative outside own job description, identifies problem areas in task execution and makes improvement proposals.</p>
<p><b>B. Planning &amp; Organising</b> The effective alignment of activities, time and resources to achieve objectives.</p> <p><b>Level 1:</b> Plans and organises own work in a logical way.</p>
<p><b>C. Performance orientation</b> Focused on goal setting and active achievement of results.</p> <p><b>Level 1:</b> Works in a goal-oriented manner and within a framework aimed at achieving results.</p>
<p><b>D. Cooperation</b> Can contribute to a collective result, even when there is no personal benefit at stake.</p> <p><b>Level 2:</b> Works together at own initiative to make a contribution to the achievement of shared objectives.</p>

## **Job Level: C**

**How to apply:** Please upload your covering letter and curriculum vitae via <https://bit.ly/443lnWg>., clearly demonstrating how you meet the qualifications for this position, no later than **10 May 2023** before 17:00PM (GMT+7).

*Please note that applications without covering letters will not be considered.*

## **Other information**

### **Our Commitment to Diversity, Integrity and Child Safeguarding**

We are committed to ensuring diversity and gender equality within our organisation. Therefore, people of all gender identities, sexes, sexual orientations, races, colours, religions, cultures, abilities, etc. are encouraged to apply.

TdH NL aims to attract great talent that not only fits the job but also our high standard of integrity values and principles to prevent and eradicate any type of misconduct including sexual harassment, exploitation and abuse, any other type of misuse of power or lack of integrity and financial misconduct.

TdH NL in particular is committed to keeping children and vulnerable individuals safe and does not accept any form of (child) abuse. Every TdH NL employee is bound by the Child Safeguarding Policy and Protection from Sexual Exploitation and Abuse (PSEA) Policy, part of our Code of Conduct. Child safeguarding measures are part of our selection and recruitment process.

All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks, or integrity screenings/references relating to misconduct and disciplinary actions in prior employment. By submitting your application you accept that TdH NL will conduct such pre-employment screening for successful candidates. TdH NL participates in the Inter-Agency Misconduct Disclosure Scheme.