



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. Operations Manager based in Country Office (*Fixed-Term Employment of 2 years from date of employment; Open to all applicants*)

Responsibility: Ensure support services within the organisation are delivered with high-quality and in an efficient manner; Manages and coordinates the operations functions – procurement, fleet, contracts, inventory, assets, warehousing, facilities etc. and ensures alignment with the organisational policies, donor requirements, and local regulations; Liaison and focal person for safety and security within the organization.

2. Finance Specialist based in Country Office (*Short Term Employment until August 2024; Open to all applicants*)

Responsibility: Lead the team for accurate budget preparation & consolidation, quarterly forecast, analysis of different budget ratios in the budgeting process and modification; Provides support to the Finance Manager budgeting and reporting for timely preparation of accurate financial report and analysis.

To Apply,

Log on to www.p2p.com.np to apply. The deadline for application is **Thursday, 6^h July 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 urgent priority to fill in the positions, recruitment can be held on a rolling basis and Plan International reserves the right to select a candidate prior to the deadline.