

## **Terms of Reference: Project Officer (full-time)**

### **Background:**

Peace Brigades International Nepal (PBI Nepal) is registered as an International NGO in Nepal. Through its partner organizations, PBI Nepal will start implementing its 15-month project "Support to Local Women/Human Rights Defenders and Marginalized Groups in Terai." The project aims to strengthen Women/Human Rights Defenders in different capacities. Therefore, we are seeking a **Project Officer** for PBI Nepal's Country Office in Kathmandu. The position is linked to the project and, thus, temporary until 31.12.2025, with the option to extend the contract in case of continuation of the work and satisfactory performance; the start date is as soon as possible. The position includes a three-month probation period.

Applications are accepted until September 15, 2024.

### **Responsibilities:**

#### Capacity sharing:

- Jointly assess the capacity development needs of partner organizations
- Design, plan, and conduct capacity-sharing activities, coaching, and mentoring in identified areas such as security, social media, Planning, Monitoring, Evaluation (PME), etc., for PBI Nepal's partner organizations
- Support partner organizations in identifying synergies and encourage experience sharing, mutual support, and exchange

#### PME:

- Regularly track the progress in the partner organizations and support reaching project objectives on time
- Organize workshops, meetings, and duty travels to partner organizations for PME
- Support the project reporting to the Social Welfare Council, PBI, and the German Federal Ministry for Economic Cooperation and Development (BMZ)

#### Communications and analysis:

- Support PBI's external communications, such as newsletters, social media, website, blogs, reports, statements, press releases, and articles
- Closely follow and advice on political dynamics and trends related to peace, conflict, and human rights in all provinces of Nepal

#### Administration and coordination:

- Coordinate with partner organizations and provide technical assistance in project implementation as needed
- Provide administrative and logistical support, such as in organizing field visits, delegations, and office procurement
- Facilitate meetings, workshops, and provide translation support
- Liaise with the SWC and ministries if needed
- Represent PBI Nepal in selected working groups and stakeholder meetings as required

### **Your Profile:**

#### Education and experience:

- Relevant master's degree in peace and conflict studies, human rights, social work, law, social science, or similar
- At least three years of proven relevant work experience with a focus on human rights, transitional justice, and conflict transformation
- Practical experience in project implementation, capacity sharing, PME, and reporting
- Business fluent in written and spoken English and Nepali
- Good knowledge and understanding of the human rights and social-political dynamics in Nepal

- Experience in working with different groups in a highly fragmented society and comfortable building connections across organizational and societal divides, including trust and relationship-building
- Excellent oral presentation, workshop conceptualization, participatory training tools, communication, and networking

**Soft skills:**

- High level of motivation to support the work of human rights defenders
- Exceptional interpersonal skills, enjoy engaging with people and new environments
- Commitment to continuous learning and professional development
- Willingness for business trips within Nepal under very basic conditions (20%)
- Excellent time management, planning, ability to work under pressure and tight deadlines, flexibility, and prioritization of work
- Self-confidence, openness, and ability to work independently and in teams

This position is only open to citizens of Nepal.

**We offer:**

- Salary (between 80,000 – 100,000 NPR) and benefits packages as per the rules of the organization
- A workplace in a centrally located office in Sanepa, Lalitpur
- Working in a small team with flexible working hours and the possibility of remote work
- An exciting job with insights into the work and structures of an international NGO

**Application process:**

Please send your application (CV, cover letter, salary expectations, certificates, contact details of two professional reference persons) by September 15, 2024 to [applicationPOpbinepal@gmail.com](mailto:applicationPOpbinepal@gmail.com).

Interviews and a written test will probably take place in the last week of September.

We encourage women, LGBTQIA+ people, people facing caste-based or other forms of discrimination, and minorities to apply for this position.