



## आवश्यकता

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प्रकाशित मिति : २०७९/०३/३०

The Tenure Facility (TF) को आर्थिक सहयोगमा सामुदायिक वन उपभोक्ता महासंघ नेपाल, ग्रीन फाउण्डेसन नेपाल र आदिवासी, जनजाति अनुसन्धान तथा विकास केन्द्रको साभेदारीमा संचालित “स्थानीय सरकार तथा स्थानीय स्तरका समन्वयात्मक कार्यहरुबाट नेपालमा सामुदायिक वन अधिकार सुनिश्चितता” परियोजनाको मुख्य उदेश्य स्थानीय सरकारको समन्वयमा स्थानीय वन ऐन निर्माण र त्यसको कार्यन्वयनबाट वन व्यवस्थापन तथा सुशासन, जीविकोपार्जन सुधार र समुदायमा आधारित वन उद्यमहरुको सञ्चालन गर्ने रहेको छ। यस परियोजनाको कार्यक्रम संचालनको लागि तपशिल बमोजिमको उम्मेदवार बाट दरखास्त आवहान गर्दछौं।

उल्लेखित पदमा योग्यता पुगेका नेपाली नागरिकले वायोडाटा, शैक्षिक योग्यता र अनुभवको प्रमाणपत्र सहित सूचना जारी भएको मितिले ७ दिनभित्र आवेदन दिन हुन अनुरोध गर्दछौं।

- 1. Communication, Training and Capacity Building Officer (CTCBO)** is responsible for communication and media mobilization, training and capacity building of staffs and local communities, mainly IPLCs, youth and women, forest and agro groups, enterprise groups and local government officials. It is a highly specialized and challenging role.

**Education and Experience:** Master Degree in Human Resource Development, Community Capacity Building, Communication and Media or related field with minimum 2 years of experiences or Bachelor Degree in Human Resource Development, Community Capacity Building, Communication and Media or related field with minimum 5 years of experiences.

### **Roles and Responsibilities:**

- Manage successful implementation of assigned project(s) in line with project documentation based on actual needs and response analysis and ensures that the project progresses in accordance with its contractual obligations and complies with donor regulations and GFN policies.
- Ensure effective implementation of the program by coordinating and cooperating with all other technical teams and partners

- Implement activities within budget lines with relevant documentation in line with the policies and procedures of GFN
- Prepare the required reports (Monthly, semi-annual) to the line manager and feedback with accurate information for donor submission
- Build strong working relationships with relevant personnel working within the project team, implementing partners, right holders and any other key stakeholders
- Program/project cycle management (designing, budgeting, planning, monitoring, Evaluation and Reporting).
- Manage the organization's website and social media communications.
- Create and produce internal newsletters, brochures, reports, bulletins for the organization and program.
- Write, edit and distribute various types of content, including material for a website, press releases, marketing material and other types of content that take the message to the public.
- Prepare and manage the organization's communication strategy.
- Training and capacity building of local communities, forestry leaders, government authorities on Land Tenure Rights, Forest Enterprise and Sustainability, Resource, Rights and Governance Mapping
- Ensure GESI and IPs compliance in program implementation
- Periodical progress report preparation, proposal writing, communication with district and local chapters and stakeholders
- Need to travel field frequently, even in short notice.

### **Skills and Qualities:**

Skillful to train a local community and leaders, flexible enough to adapt training programs according to individual learning styles, and advanced active listening and communications skills. S/He need to remain calm and professional in stressful situations and to be able to provide both positive and negative feedback clearly yet sensitively. Candidates who can speak and write a second language (ethnic language) are highly desirable to employers. Ability to maintain a high level of professionalism. S/He need to be able to form positive working relationships with a variety of people and to command respect. S/He must be conscientious and astute in making assessments of trainees' abilities. Respect local communities. Good Command on Microsoft Excel, Word, PPT. Good Knowledge on GIS will be highly encouraged.

**2. Senior Program Assistant** is responsible for assisting program officer and manager and work closely with finance team. S/He will also be responsible for administrative tasks.

**Education and Experience:** Bachelor Degree in forestry, NRM, Agriculture, Livelihood, Environment or related field with minimum 2 years of experiences.

**Roles and Responsibilities:**

- Manage successful implementation of assigned project(s) in line with project documentation based on actual needs and response analysis and ensures that the project progresses in accordance with its contractual obligations and complies with donor regulations and GFN policies.
- Ensure effective implementation of the program by coordinating and cooperating with all other technical teams and partners
- Implement activities within budget lines with relevant documentation in line with the policies and procedures of GFN
- Prepare the required reports (Monthly, semi-annual) to the line manager and feedback with accurate information for donor submission
- Build strong working relationships with relevant personnel working within the project team, implementing partners, right holders and any other key stakeholders
- Assist program officers, managers and finance team
- Documentation and record keeping.
- Travel frequently to field, even in short notice.
- Report to immediate supervisor.

**Skills and Qualities:**

Proven experience in the assigned tasks. Excellent computer skills (Word, excel, power point). Excellent oral and written communication skills. Strong team player and people management, excellent communication and ability to build the capacity of teams. Commitment to the values and mission of GFN. Ability to work with minimum supervision. S/He need to remain calm and professional in stressful situations and to be able to provide both positive and negative feedback clearly yet sensitively. Candidates who can speak and write a second language (ethnic language) are highly desirable to employers. Ability to maintain a high level of professionalism. S/He need to be able to form positive working relationships with a variety of people and to command respect. S/He must be conscientious and astute in making assessments of trainees' abilities. Respect local communities.

*Interested candidates can submit their motivational letter addressing to Chairperson, Green Foundation Nepal along with recent CVs and academic, training, certificates at [greenfoundationnepal@yahoo.com](mailto:greenfoundationnepal@yahoo.com). Please mention the name of position in the subject.*

*Only shortlisted candidates will be contacted. Telephonic inquiries will not be entertained.*

*We encourage candidates of diverse background, women and differently abled to apply.*

***Note: GFN reserves all the rights for acceptance or rejection of the application.***