

Vacancy Announcement

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Sunshine Social Development Organization (SSDO), Kapilvastu is a non-profit making non-government organization. We are implementing education and community development project from January 2019 in Mayadevi Rural Municipality, Kapilvastu in cooperation and technical support of United Mission to Nepal (UMN). We are going to implement 2nd phase of this project from 17 July 2022. Therefore, SSDO is seeking qualified, competent, committed staff with good character and energetic candidates for the project. Interest individuals having following qualifications and experiences are requested to apply for their applicable positions.

1. Education & Training Officer: 1 person (Salary NPR 40-45 thousand/month) – (Internal vacancy for SSDO staff)

I) Academic qualifications and experiences: Bachelor's in Education with minimum 2 years experiences in educational sector especially in child friendly education and enhancing quality education.

II) Experiences and Skills:

- Have a skill and knowledge on child friendly teaching learning method/practice.
- Have knowledge in monitor the project interventions, data analysis and documentation of educational project.
- Have knowledge on Government educational Acts, policies, and plan related to education.
- Have experience on child and youth mobilization.
- Having knowledge and experience on participatory action research/reflection especially on data collection methods, analysis, and finding level.
- Have experience on provided educational training for children, teachers, and SMC/PTA.
- Have knowledge and skills on training cycle management.
- Assist the project staffs in their capacity building on monitoring.
- A good team player with learning attitude and able to communicate with a variety of stakeholders.
- Good coordination skills with local government.
- Self-starter with an ability to carry out project activities with a minimum supervision.
- Sound knowledge and skills of computer in MS Office package is must.
- Good verbal and written communication skill in English and Nepali (Awadhi is added value).
- Two-wheeler driving licence is a must.

2. Community Development & Protection Officer: - 1 person (Salary NPR 40-45 thousand/month) ---Open

I) Academic qualifications and experiences: Bachelor's degree of any discipline with minimum 2 years experiences in community mobilization/transformation sector.

II) Experiences and Skills:

- Experience in implementing community mobilization/transformation related projects
- Working experience with local government in capacitating in the areas of good governance.
- Experience in self-reliance group mobilization, networking, and CBO mobilization (Formation, strengthening & sustainable).
- Sound knowledge and skills of computer (MS Office package).
- A good team player with learning attitude and able to communicate with a variety of stakeholders.
- Have a knowledge and clear understanding on the concept of child safeguarding and protection.
- Self-starter with an ability to carry out project activities with a minimum supervision.
- Sound communication with interpersonal skills.
- Good coordination skills.
- Good verbal and written communication skill in English and Nepali (Awadhi is added value).

- Two-wheeler driving skill with valid licence holder.

3. Accountant: - 1 person (Salary NPR 30-35 thousand/month) --Open

I) Academic qualifications and experiences: I.com. with minimum 1 year of experiences in accounting sector.

II) Experiences and Skills:

- Have excellent knowledge in financial and accounting system.
- Have a sound knowledge and skills of accounting software like Money Works or any other.
- Have good knowledge of computer operation (MS Office).
- Good verbal and written communication skill in English and Nepali.
- Experience of facilitating double entry accounting system or record keeping system to cooperative, schools, and self-help groups etc.
- Knowledge and skills on warehouse, stock book management.
- Having good knowledge and skill of procurement systems.
- Having good knowledge and skills of facilitating saving and credit and cooperative management.

4. Child Partner Management Assistant Officer (CPMAO): (1 Female) Salary NPR 30-35 thousand/month. (Internal vacancy for SSDO staff)

I) Academic qualifications and experiences: Intermediate level in any discipline with minimum 1-year experiences in Child partner management/ child sponsorship sector (excellent translate skill of English to Nepali and via verse is essential).

II) Experiences and Skills:

- Have a skill on maintaining record of Child Partners.
- Having excellent translation skill on Nepali to English and English to Nepali language.
- Have a sound knowledge of online data entry software i.e., Neo-connect etc.
- Have a good computer and data management skill
- Have a good experience in child club and youth club mobilization.
- Having good knowledge of child participation.
- Sound knowledge and skills on documentation and communications.
- Have a two-wheeler driving skills with valid licence is a must.

5. Education facilitators – 3-person (minimum 1 female) Salary NPR 30-35 thousand/month. — (Internal vacancy for SSDO staff)

I) Academic qualifications and experiences: Intermediate pass in any discipline with minimum 1-year experiences (I. Ed is preferred).

II) Experiences and Skills:

- Have a skill on maintaining Child friendly towards Activities Base teaching learning method/practice.
- Have a good experience in child club and youth club mobilization.
- Having good knowledge of child safeguarding and participation.
- Sound knowledge and skills on documentation and communications.
- Have knowledge on Government educational Acts, Policies, and plan related to education.
- Having knowledge and experience on participatory action research/reflection especially on data collection methods, analysis, and recommendation stages.
- Sound interpersonal communication skills.
- Have a two-wheeler driving skills.

6. Health Facilitator – 1 person (Salary NPR 30-35 thousand/month)

I) Academic qualifications and experiences: Intermediate pass with CMA/ANM with minimum 1-year experiences.

II) Experiences and Skills:

- Have a skill on HFOMC as well as health facilities management.
- Have a good experience in community health and mother group mobilization.
- Having good knowledge of child safeguarding and participation.
- Sound knowledge and skills on documentation and communications.
- Have knowledge on Government Acts, Policies, and plan related to health.
- Sound interpersonal communication skills.
- Have a two-wheeler driving skills.

7. Social mobilizer (8 person---6 position reserved for female, Dalit, and Muslim) (Salary NPR 20 thousand/ month).

Note: these posts reserved for residence of Mayadevi Rural municipality only

I) Academic qualifications and experiences: SLC/SEE pass (Intermediate is preferred) with minimum 1-year experiences on community mobilization.

II) Experiences and Skills:

- Residence of Mayadevi Rural municipality
- Priority given to member of Self-reliance group, Youth club and Networks formed by this project.
- Have an experience in community development or group mobilization or reflect classes operation, or community mobilizer.
- Having good knowledge of child safeguarding and participation.
- Good knowledge and skills on documentation and communications.
- Have knowledge on Government Acts, Policies, and plan related to community development.
- Sound interpersonal communication skills.
- Have a good speak in Nepali and Awadhi must

8. Child Partner facilitators (1 Female, 1 Male) Salary NPR 20 thousand/month.

Note: these posts reserved for residence of Mayadevi Rural municipality only

I) Academic qualifications and experiences: SLC/SEE pass (Intermediate is preferred) with minimum six months experiences in community mobilization.

II) Experiences and Skills:

- Residence of Mayadevi Rural municipality
- Priority given to member of Self-reliance group, Youth club and Networks formed by this project.
- Have an experience in community development or group mobilization or reflect classes operation, or community mobilizer.
- Having good knowledge of child safeguarding and participation.
- Good knowledge and skills on documentation and communications.
- Have knowledge on Government Acts, Policies, and plan related to community development.
- Sound interpersonal communication skills.
- Good communication in Awadhi language and translate to Nepali to Awadhi and via verse.

The above mentioned qualified and experienced candidate may send their application, copy of Nepali Citizenship and updated CV in ssdonepal@gmail.com by electronically and hardcopy sending SSDO Head office, Buddhabhumi-10, Chetradai Kapilvastu by 19 July 2022 (3 Shrawan 2079) 5 PM.

We especially encourage applications from women and marginalised groups.

Only shortlisted candidates will be contacted for further selection process. ***Canvassing and telephonic inquiry at any stage of the process shall lead to automatic candidate disqualification.***

Note: SSDO reserved the right of reject, pause the advertisement without any information.



**Sunshine Social Development Organization
Buddhabhumi -10, Chetradai Kapilvastu**