



गाउँपालिका राष्ट्रिय महासंघ नेपाल

National Association of Rural Municipalities in Nepal

(NARMIN)

VACANCY ANNOUNCEMENT

Program Coordinator

Kathmandu

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The National Association of Rural Municipalities in Nepal (NARMIN) is a network of 460 rural municipalities in Nepal established in 1995 as an association of, then, 3,157 Village Development Committees (VDCs) under National Directive Act 1961. NARMIN is recognized as an advocacy, lobby, and resource organization in the country to strengthen local governance process per the Constitutional spirit of co-operation, co-existence and co-ordination between federal, provincial and local levels. More can be found at www.narmin.org.np.

NARMIN is looking for a Program Coordinator who will lead the implementation of programs of NARMIN.

Position:	Program Coordinator
Duty Station:	Kathmandu
Required Number:	9 months (Possibility to extension)
Reports to:	Executive Director

Roles and Responsibilities:

This position will be under the supervision of the Executive Director (ED) of NARMIN and will be full-time.

- Develop various proposal, program planning and Implementation.
- Develop and implementation of monitoring, evaluation and learning plan of different programs.
- Prepare and submission of different report as required.
- Coordinate with three level of government in issues of local governments.
- Develop and implementation of project cycle management of the various projects in collaboration with government, non-government and development partners.
- Facilitation of periodic and annual municipal development plans and rural municipal development plans.
- Providing input in the policy discourse and debates related to local good governance and cross cutting issues. like; Climate Change, Environment Friendly Local Governance (EFLG), Child Friendly Local Governance (CFLG), Gender Equality and Social Inclusion (GESI) and its indicators.
- Conducting consultation and deliver trainings to representatives and officials of Local Governments (R/Municipalities), sectoral line agencies, NGOs, media, community organizations on participatory planning, result based planning and monitoring, climate change and adaptation planning, good governance and related issues.
- Advocacy works for the strengthening local self-governance and effective service delivery to people by local governments.
- Organize and facilitate training, workshops and seminar as required in various themes cross-sectoral issues.
- Capacity development of the LGs representatives and staffs.



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- Engaged in developing policies, standards, guidelines and technical support for promotion of local democracy.
- Coordination among LGs and NGOs, INGOs and Development Partners in the matter of Rural Municipalities service delivery & capacity development.
- Success to advocate for the constitutional rights of LGs in Constitution of Nepal 2072.

Qualification

The successful candidate will have:

- A master degree in social science, management or laws;
- A minimum of 10 years' experience in project management and administration, including work plan development, implementation and monitoring, reporting and budgeting involving local development or governance projects;
- Knowledge of legal and local development, governance and local legislation, public finance management (PFM) desirable;
- Experience with gender in development preferred;
- Excellent organizational skills;

Language and computer skills:

- Fluency in English and Nepali, both written and verbal and excellent communication skills are required;
- Knowledge of Microsoft Office: Word, Excel, PowerPoint;

Qualified and interested candidates are requested to send their application with an updated CV and two professional references to: info@narmin.org.np with clearly mentioning the position you are applying for in the subject line. The application submission deadline is **5:00 PM, June 10, 2021**.

Only shortlisted candidates will be contacted for selection processes. Women, people with disabilities, marginalized and disadvantaged communities are highly encouraged to apply.

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Executive Director