

Change Action Nepal (CAN)

Vacancy Announcement

Position Title	Project Officer – Women Empowerment Project
Job Location	Lalitpur with frequent field visit (70% required field visit)
Salary	As per the organizational rules and regulations
Reports to	Executive Director through Program Manager

JOB SUMMARY

The Project Officer is responsible to assist timely and quality implementation of the Women Empowerment Project in Gimdi, Ashrang, and Piyutar of Bagmati Rural Municipality of Lalitpur District. The incumbent is responsible for the coordination to implement the project activities in the field in preventing child marriage, gender-based violence, and harmful traditional practices against women and girls.

JOB RESPONSIBILITIES

- Facilitate coordination among project stakeholders, including community leaders, local authorities, and project team members, to ensure seamless implementation of project activities in Gimdi, Ashrang, and Piyutar.
- Assist in all stages of project implementation, from planning to execution, monitoring, and evaluation, to ensure that project activities are carried out effectively and efficiently, in line with the project plan and timeline.
- Conduct regular field visits to project sites in Gimdi, Ashrang, and Pyutar to monitor the progress of activities firsthand, identify challenges, and provide necessary support and guidance to project staff and community volunteers.
- Plan and organize training sessions, workshops, and awareness campaigns aimed at building the capacity of community members, local organizations, and project staff in preventing child marriage, gender-based violence, and harmful traditional practices.
- Develop and implement monitoring and evaluation mechanisms to systematically track progress towards project objectives and outcomes, collect and analyze data on project indicators, and use findings to inform decision-making and improve project performance.
- Foster collaboration and partnerships with other organizations, local government agencies, and stakeholders working on similar issues to leverage resources, share best practices, and maximize impact, thereby contributing to the sustainability and scalability of project interventions.

QUALIFICATIONS

Academic	<ul style="list-style-type: none"> • Bachelor's Degree in Social Science or other relevant field.
Experience	<ul style="list-style-type: none"> • Over 3-years work experience in social work, especially in women empowerment, gender-based violence and girl's rights • Project management and implementation responsibility.
Knowledge & Skills	<ul style="list-style-type: none"> • Good understanding of the socio-economic, legal and political context of Nepal; Rights Based Approach (RBA) to women movement, current debates and issues on gender equality and social inclusion • Advocacy skills and knowledge of good governance • Training and Social Mobilization Skills • Project planning, implementing, monitoring and evaluation, and organizational development skills • Problem solving skills • Presentation Skills • Fluency in Nepali and English both in written and verbal. • Computer skills – Ms-Word, Ms-Excel, Ms-PowerPoint, Internet and email application.
Personal Trait	<ul style="list-style-type: none"> • Committed to the women and girl's empowerment, prevention of child marriage, gender-based violence and other gender-specific discrimination. • Willingness to travel extensively and spend time in the field • Ability to work as part of the Team

Application Process:

Interested candidates meeting the above criteria are encouraged to submit their CV, cover letter, and contact information for three professional references to vacancy@changeactionnepal.org. Please indicate "**Project Officer Application**" in the subject line of your email.

Change Action Nepal is an equal opportunity employer and encourages individuals of all backgrounds to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.