

Vacancy Announcement

Change Action Nepal (CAN) is one of the NGOs led and managed by women activists for Education/Child Protection, Women Empowerment, Livelihood, Good Governance, and Immediate Relief Support since its establishment in Lalitpur in 2026 to prevent gender-based violence and discrimination in society. CAN has been implementing Strengthening Capacity of Women and Adolescent Girls for Peace and Development in Kathmandu and Lalitpur District, primarily focusing to prevent gender-based violence and increase access to justice for GBV survivors and conflict victim women.

We are looking for self-motivated, result-oriented, and hard-working Nepali citizens for the position of **Legal Officer** based in the CAN Office at Lalitpur.

Job Responsibilities: Primarily responsibilities include but are not limited to:

- Support to plan and organize capacity building activities (training, orientations, workshop meeting) for women and adolescent girls at the community level, locally elected women and women human rights defenders (WHRDs).
- Support peace volunteers and WHRDs to identify the GBV cases and facilitate to provide them fair justice in coordination with local judicial committees, mediators, and judiciary bodies at the district and national levels
- Conduct regular meetings with WHRDs and peace volunteers to collect cases in providing legal aid to the cases related to GBV and resolve the disputes through the mediation process.
- Make coordination and linkage with the local judicial committees and law enforcement agencies to facilitate mediation mechanisms and system functions at the level of local government.
- Prepare documents and files of cases handled by the organization and prepare reports of the project in the legal component.
- Support the CPS project team in the process of planning, implementing, monitoring, and evaluating progress based on project learnings, findings, and feedback.
- Ensure physical verification of goods and assets under the project on time.

Qualification and Experience Required:

- Bachelor's Degree in law and social studies. (Master's degree and experience in the legal field are preferable.)
- At least three years of experience in women empowerment, legal aid, and social mobilization field.
- Excellent skills in training, training delivery, reporting, and computer (MS-office, email, internet) skills.
- Excellent communication, coordination, and staff management skills
- Strong communication skills (oral and written) in Nepali and English
- Facilitation skills

Interested candidates are requested to submit their application and updated CV to vacancy@changeactionnepal.org within 10 Days **8 February, 2025**.