

Admin and Finance Associate

Job posted on 23 Sep, 2020

Apply before 27 Sep, 2020

SAHAMATI (An Institution Dedicated for Community Plus Humane Development) SAHAMATI is a non-governmental, non-political, non-profit making, member-based social development organization established in 2001/11/12 (Kartik 27, 2058) by a group of professionals and development workers with long experience in community development. This organization has been registered as an NGO under the organization registration act of Nepal. Global problems like climate change, poverty, social discrimination and migration influence Nepal's development process, demanding diversified answers. Underprivileged groups are often excluded while designing development program, unfortunate for them. SAHAMATI aims to make a change by addressing the huge challenges of the 21st century with a community-centered approach, focusing on social justice and social transformation, human rights development and self-help promotion. SAHAMATI has built a large network composed of diverse social groups, national and international organizations and like-minded institutions and have been launching various kinds of community-centered programs on collaboration. A range of internal programs have been developed and implemented independently through SAHAMATI under Theme 2 (Learning and Innovation) are coordinated through our own resources. SAHAMATI is affiliated with Social Welfare Council (SWC), NGO Federation of Nepal, Federation of Democratic NGO (FEDEN), Peaceful Schools International Canada, Resource Centre for Primary Health Care Nepal (RECPHEC), DP Net-Nepal, DCCAM Network-Nawalparasi, Tobacco Control and Health Rights Network- Nepal, Coady Alumni, ARI Alumni and Gender and water Alliance-Nepal.

DETAILED JOB DESCRIPTION / REQUIREMENTS:

VACANCY ANNOUNCEMENT

Date of Publication (23rd September 2020)

SAHAMATI is a non-governmental, non-political and non-profit making social development organization, established in 2001 by a group of development professionals. It is recognized as a capable and committed national level organization for community plus humane development. This is affiliated with Social Welfare Council and various national and international networks, federations and institutions. Thematic areas of SAHAMATI are; Livelihood & Economic Development, Governance & Advocacy, Environment Protection & DRR, Learning Innovation & New Business Development. SAHAMATI has been worked in partnership approach with a range of national and international organizations, private sectors, and non-government bodies, academic & non-academic institutions and so on.

Position: Admin and Finance Associate –One (Based in SAHAMATI's Center office Gairidhar-5, Nawalparasi)

Duration: One year (extendable) 6 month probation period

Job Description: The position is based on center office to support senior finance officer and executive coordinator for well maintaining financial procedures as per compliance of SAHAMATI.

Academic and other qualification required

Education and experience	Required	Preferred
Bachelor's final year in management/accounting	Yes	
Bachelor's Degree completed in Management/accounting		Yes
Voluntary experience any other I/NGOs or CBOs in Nepal		Yes
Communication and Coordination	Yes	
General Finance and Administration Management	Yes	
Ability to work in organized and systematic manner	Yes	
Communication, Decision making, Motivation, Problem solving and conflict management	Yes	
Ability to organize documents in the systematic manner	Yes	
Excellent command of English (reading, writing and speaking)		Yes
Excellent command in Nepali (reading, writing and speaking)	Yes	
Ability to operate general account software (voucher entry, report preparation, bank reconcile,)		Yes
Driving skill (motorbike)	Yes	
Local Candidate	Yes	

Eligible and interested candidates are requested to submit an application letter along with updated CV to SAHAMATI center office, or via sahamatijobs@gmail.com no later than **27th September 2020 (Clearly Mention Application for the post of Admin and Finance Associate)**. Only applicants who are shortlisted will be contacted for the further recruitment process. Applicants received after the deadline will not be considered. Candidates who can enjoy with flexible working hour are highly encouraged to apply.