

(An Institution Dedicated For Community Plus Humane Development)

VACANCY ANNOUNCEMENT

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SAHAMATI is a non-governmental, non-political and non-profit making social development organization, established in 2001 by a group of development professionals. SAHAMATI implements Inclusive Rural Development Project in Nawalparasi (IRDN) project funded by the Korea International Cooperation Agency (KOICA) through Good Neighbors International (GNI) Nepal. The IRDN project are based on the philosophy of the Saemaul Undong concept which is a major intervention strategy in uplifting conditions of the rural communities. The project aims to improve the quality of life of the household residing in 13 wards of Sunwal Municipality, Susta Rural Municipality, Pratappur Rural Municipality, Sarawal Rural Municipality, and Palhinandan Rural Municipality of Nawalparasi East and Nawalparasi West districts.

SAHAMATI invites an application from an interested and qualified candidate to fulfill the following position.

Position: Admin and Finance Assistant –One (**Consultant**)

Duration: 5 months (high chance to extension)

Job Description: The position is based on IRDN office Bardaghat to support admin and finance officer.

Academic and other qualification required

Education and experience	Required	Preferred
Bachelor's Degree completed in Management/accounting	Yes	Yes
2 year experience General Finance and Administration Management	Yes	
Skill of working on account keeping software		Yes
Knowledge on preparation of preparation on goods requisition and good received note	Yes	
Ability to work in organized and systematic manner	Yes	
Skill of using MS excel, MS word and prepare the expenditure sheet as per budget.	Yes	
Skill on maintaining inventory of office goods and supplies.	Yes	
Excellent command of English (reading, writing and speaking)		Yes
Excellent command in Nepali (reading, writing/typing 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, IRDN office Bardaghat or via vacancy@sahamati.org no later than 7 days of notice publication date (*applicants submitting by email must Clearly Mention Application for the post of Admin and Finance Assistant - IRDN*). 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. Organization holds all right to all kind of decision regarding the notice publication.