Program Associate

Basic Job Information

Job Category:	NGO / INGO / Social work
Job Level:	Mid Level
No. of Vacancy/s:	[**1**]
Employment Type:	Full Time
Job Location:	Kathmandu, Central Development Region, Nepal
Offered Salary:	NRs. 15,000.00 - 20,000.00 Monthly
Apply Before(Deadline):	Dec. 10, 2018, 23:55

Job Specifications

Education Level:	Bachelor in Social Sciences (or other relevant studies)
Experience Required:	More than 2 years
Professional Skill Required:	Computer Skills, Fluent English

Other Specifications

- Candidate should be self- motivated, capable of managing work independently, have good understanding of NGOs, and using and creating online content, particularly blogs and social media
- Bachelors diploma or higher
- 2+ years of work experience (*Motivated newcomers are welcome to apply)
- Fluent in spoken and written English
- Strong writing and editing skills
- Nepal-based
- Proficient in use of spreadsheets and databases; eager to learn new platforms.
- Knowledge of office administration and management
- Affinity with SEO and Readability scores
- Research ability and fluency in IT and computer applications
- Data base management skills
- Preferred:
    - Some international experience and understanding of NGOs
    - Basic knowledge of proposal writing

Job Description

- Understand the ProposalsforNGOs model, products and services
- Carry out daily scans and compile market intelligence of relevant online and emailed alerts and RSS feeds worldwide of interest to NGOs using the online platform

- Carry out weekly online searches using pre-determined keywords compiling a list of online resource links
- Summarize information and market intelligence identified in short, easy to understand, reports
- Suggest improvements to management on the presentation of information and resources, as well as IT organization
- Monitor web traffic related to information and resources published
- Moderate online user comments and reply to customer queries
- Assist Program Officer to coordinate company related administrative tasks covering Nepal
- Carry out research and management functions as required

TO APPLY:

Please email a cover letter (1 page) and CV (2 pages max) in MSWord or PDF format to programs@proposalsforngos.com with the subject line "**Program Associate**" and your name. Applications by email only, no applications will be accepted by mail. The cover note should clearly state why you think you are qualified to take up this job in light of ProposalsforNGOs products and services. Do not send any supporting materials or other documents.