<table>
<thead>
<tr>
<th>Job Title</th>
<th>Project Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>Posted Date</td>
<td>14th December 2020</td>
</tr>
<tr>
<td>Closing Date</td>
<td>20th December 2020</td>
</tr>
<tr>
<td>Length of Contract</td>
<td>28th December 2020- 19th December 2021 with possibility of extension</td>
</tr>
<tr>
<td>Department and section</td>
<td>Program</td>
</tr>
<tr>
<td>Location</td>
<td>Kathmandu and few fields visit as per requirement</td>
</tr>
<tr>
<td>Hours of work</td>
<td>Full Time</td>
</tr>
<tr>
<td>Type of contract</td>
<td>12 months</td>
</tr>
<tr>
<td>Salary</td>
<td>Negotiable</td>
</tr>
<tr>
<td>Direct reporting to</td>
<td>Program Director</td>
</tr>
</tbody>
</table>

Organizational Background

Beyond Beijing Committee Nepal (BBC) is a human rights feminist National Network organization. It has been advocating and working continuously on the Beijing Platform for Action aftermath of the Fourth World Conference on Women in Beijing since 1995. BBC aims to work towards the civil, political, economic and social empowerment of women and girls to achieve substantive gender equality, women’s human rights and sustainable development in Nepal. BBC has been actively engaging in CEDAW monitoring, ICPD Monitoring, UPR reporting, and MDGs’ implementation and currently the Agenda 2030 for Sustainable Development and Sustainable Development Goals (SDGs). BBC is a founder of Nepal SDGs Forum (CSOs Forum) and the Convener of Women and Girls' constituency and gender justice theme. It also functions as the secretariat of the Women Major Group for Sustainable Development in Nepal founded (WMG-SDN) in 2017.

PERSON SPECIFICATION REQUIREMENT:

Qualifications:

- Bachelor in Gender Studies, Social Studies and international development.

Experience:

- At least two years of experience in the development sector in project/program design and development. Familiar with women rights issues is desirable.

Job Summary

The Project Officer will be responsible to implement project, execute planned activities, and assist in administrative and logistics of the projects. She should support the Program Director and other team members in program, logistical, and administrative activities to ensure the efficiency of the work and support the implementation of activities. A large component of this role will be to implement the project activities as planned, assist and coordinate with network members and other team members who are associated in the project as part time as well as full time. She is also responsible for conducting works
related to general administration, organize/coordinate events and travel, including preparation of documentation and resources.

**Skills and knowledge:**

- Strong knowledge and experience in working in addressing women and girls issues
- Proven analytical skills and the ability to think strategically in relation to implementation of the program.
- Experience of program design and implementation
- Knowledge of project monitoring and evaluation
- Strong coordinate and communication skill
- Fluency in English and Nepali language (written and oral communication).
- Strong presentation and reporting skills.
- Excellent writing, documentation and dissemination skills.
- Ability to use computer applications.
- Liaise and engage with BBC’s network members and other CSOs, development partner and CSOs.

**Competencies:**

- Ability to adopt to changing programs needs, conditions, and work responsibilities.
- Ability to work independently, manage time and take self-initiative.
- Ability to work on under intense pressure
- Maintains composure in highly stressful or adverse situations.
- Diplomatically handles challenging or tense interpersonal situations.
- Makes timely, informed decisions that take into account the facts, future goals, constraints, and risks.
- Ensures that others involved in a project or effort are kept informed about developments and plans.

Interested candidate are requested to send their updated CV along with interest letter in the following address [info@beyondbeijing.org](mailto:info@beyondbeijing.org)

Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.