

NEFEJ announcement for vacancy in Nepalgunj site Office

Position: Town hall coordinator, Town hall officer

Duty Station : Nepalgunj with frequent field visit

Town hall coordinator:

- Design town hall meeting (Paani Chhalfal) program.
- Coordinates field coordinators, establish agenda and verify participants.
- Communicate the feedbacks and comments with the Team leader, M&E officer and Project officer and other activities coordinators.
- Coordinate the narrow cast event and mini events.
- Provide necessary feedback and advices to the field based staffs and work in close coordination with the Technical Director and Executive Director.

Requirement:

- Bachelor Degree in Mass Communication, Journalism, Sociology, Development studies or related field.
- Minimum 2 years of experience in related fields.

Town hall officer:

- Prepare reports of each town hall meeting in close coordination with Town hall coordinator.
- Assist the coordinator in design town hall meeting (Paani Chhalfal) program.
- Communicate the feedback and comments with the Team leader, M&E officer and Project officer and other activities coordinators.
- Coordinate the narrowcast event and mini events.
- Provide necessary feedback and advice to the field based staffs and work in close coordination with the Technical Director and Executive Director.

Requirement:

- Bachelor Degree in Mass Communication, Journalism, Sociology, Development studies or related field.
- Minimum 2 years of experience in related fields.

Salary and Benefits will be based on policy of the organization. Qualified and interested candidates are requested to submit CV (maximum 3 pages) with two referees (current and immediate past line manager) along with covering letter to **nefej@mos.com.np** to reach the office latest by **June 15, 2018**.

Only short listed applicants will be contacted. The organization reserves the right to cancel or reject the application. Phone calls or any other enquiries will NOT be entertained and any type of solicitation will automatically disqualify the application.

(Women candidates from disadvantaged/marginalized communities are encouraged to apply)