

Nepal Transition to Peace Institute (NTTP-I) is an independent national peace institute working in the areas of peace process, political transition and violence mitigation. NTTP-I currently supports confidential, trusted and inclusive dialogue processes at political, thematic and sub-national levels; generates and manages knowledge and experiences related to peace-building, facilitation and dialogue; and engages in developing national capacity for prevention and transformation of conflict.

NTTP-I is seeking a qualified candidate for the position of **Program Officer**.

SUMMARY OF JOB ACCOUNTABILITIES

Assists the Executive Director (ED) and Deputy Executive Director (DED) in the implementation of the NTTP Institute's program activities; responsible for procurement, contracting and Human Resources, inventory management, petty cash handling, logistics management and support to operational management.

REQUIREMENTS

Experience

3-5 years of experience on program, operations, procurement and human resource management preferably with an international development organization or a larger national NGO.

Education

At least a Bachelor's Degree in social science, management or any relevant fields; preference will be for a Master's Degree associated with relevant experience.

Other competencies

Knowledge, understanding and experience of the program management, human resources management and procurement procedures;

Good interpersonal and team working skills;

Written and verbal communication skills in English and Nepali;

Organizing, managing and coordination skills;

Advanced computer skills, especially familiar with MS Word and Excel.

JOB FUNCTIONS

Program Related Functions:

- Supports in program management and implementation activities of the Institute as directed by the ED and DED
- Assists in developing annual and trimester work plans and budget as directed by the ED and DED
- Supports in monitoring, learning and improvement framework implementation as directed by the DED
- Assists DED in functioning of the thematic groups and their meetings
- Supports in maintaining of the Institute's Resource Center

Operations Related Functions:

- Assists DED in the custodianship of the Human Resources policy and procedures, take responsibility for implementation, and raises any issues for improvement and further revisions
- Maintains inventory record and updates regularly in line with the inventory management procedures
- Keeps custodian of petty cash for daily operations of the Institute
- Implements procurement and contracting activities of the Institute in close consultation with the DED and Deputy Program Manager (Finance & Administration), the Procurement Committee and in line with the Procurement procedures

Front Desk Related Functions:

- Handles incoming calls, relays messages & supplies information to callers
- Assists in arranging appointments
- Greets and announces visitors
- Responsible for tracking the flow of official letters and documents i.e. incoming and outgoing

Other Functions:

- Complies with all policies and procedures of the Institute
- In line with the Internal Governance Policy assists in implementing it under the direction of the EC and the ED

STARTING DATE AND COMPENSATION:

- The candidate is expected to join from March 15, 2017. Salary is competitive and is commensurate with qualifications and experience.
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APPLICATION:

The application deadline is COB **March 01, 2017**. Applications should be submitted electronically to the Human Resource Department at contact@nttpinstitute.org.np. The application package should include a cover letter and a curriculum vitae.

The Institute reserves the right to reject any candidate without giving any reason whatsoever. NTTP-I is an equal opportunity employer and encourages applications from the traditionally excluded communities including women.