

Nepal Transition to Peace Institute (NTTP-I) is a peace research institute founded upon the history of decade long engagement in Nepal's political transition as a credible and Track 1.5 peace process for mediation, facilitation, and dialogue among the political parties of Nepal since 2005. As a trusted forum for informal dialogue among political parties, NTTP Forum has been functioning to resolve political standoffs, thaw stalemates and promote peaceful engagement among the political parties even in critical times in a low key and trusted setting. NTTP- I is now looking for the following position:

TITLE: Documentation & Reporting Consultant

REPORTS TO: Project Coordinator

JOB DESCRIPTION

Job Responsibilities

- Prepare succinct reports of NTTP Forum and other meetings, dialogues and other activities under the Dialogue Support Project.
- Prepare presentations for NTTP-supported dialogues
- Assist the Project Coordinator in preparation of donor progress and compliance reports
- Prepare monthly, quarterly and annual management reports for the Institute and the donor/s
- Collect and compile data on the Key Performance Indicators for the projects
- Do regular documentation of case studies, lessons learnt and produce knowledge products
- Keep close liaison with program staff and provide technical backstopping in monitoring and evaluation of the projects
- Develop regular updates on the program activities and share on official social media sites and website of the NTTP Institute
- Any other tasks assigned by the Supervisor

Required Qualifications, Skill and Experience

Education: Master's degree or equivalent degree in journalism, social science, management, development studies or other relevant disciplines from a reputed university.

Experience: Minimum 2 years of relevant experience in media, donor-funded projects or other development agencies.

Skills: Good communication and writing skills in both English and Nepali, and proficient in computer and data management.

The application deadline is COB **25th May 2021**. Applications should be submitted electronically to the Human Resource Department at contact@nttpinstitute.org.np. The application package should include a cover letter and 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.