

**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: Project Coordinator**

**REPORTS TO:** General Secretary and Executive Committee

**SUPERVISES:** Program Officer, and other technical staff, other thematic and project officers and consultants as delegated by General Secretary (GS) and Executive Committee (EC)

---

## **1. SUMMARY OF JOB ACCOUNTABILITIES**

Overall project management of the Institute, responsible for proposal development and implementation of strategic activities; overall program, finance and administrative management of the Institute as per the Institute's Statute, Strategy and Action Plans, Internal Governance Policy, Financial Management Manual, Operations Manual, Human Resource Policy and Procedures, M & E Policy, Communication Policy, Conflict of Interest Policy, Knowledge Management strategy, Research programs, Institutional development and overall strategy for growth of NTTP Institute. This position is responsible for maintaining sound working relations with donors and supervising the work of other staff members and liaising with Executive Committee.

---

## **2. RELATIONSHIPS**

### **Internal**

Direct contact and working relationship with the Executive Committee; Chairperson, General Secretary and other officials of the EC, general members; all senior staff of the Institute; Research wing, Institutional development and external linkage points of the Institute, consultants; and indirect contact with other staff of the Institute.

### **External**

NTTP-I national and international partner organizations and donors; service providers, auditors, and other stakeholders.

---

### **3. REQUIREMENTS**

#### **Experience**

- At least 7 years of experience in donor-funded NGOs or the areas relevant to the Institute's work with at least three- five years at management level;
- Practical experience of project and program coordination, project development, proposal writing, experience in program budgeting and implementation plans, experience in at least two thematic areas – research and policy, dialogue on strategic national issues, local conflict facilitation.
- Past experience of dealing with the Executive Committee or similar structure, managing relationship and implementing their decisions, and overall staff management of a similar organization;
- Past experience of developing and maintaining excellent relations with the stakeholders of similar organizations;
- Previous experience of monitoring, evaluations, learning, knowledge management and communication will be an asset;
- Experience of the development and implementation of the strategy and action plans, application and compliance processes of the donor-funded projects will be required.

#### **Education**

At least a Master's degree in conflict and peace studies, management, social science or other relevant areas.

#### **Other competencies**

- Knowledge and understanding of the conflict, peace and political economy context of Nepal
- Strong interpersonal skills to build relationship with various stakeholders of the Institute
- Leadership and management skills to lead the Institute in its establishment process and to manage and motivate staff
- Communication skills (strong verbal and written communication in both Nepali and English)
- Analytical and problem solving skills

---

### **4. JOB FUNCTIONS**

Management of the dialogue support project funded by donors and overall management of the Institute's activities under the guidance of the EC, its chair, GS and other officials

Develop strategic action plans, bi/annual work plans and budget and submit to the EC for approval

Lead the implementation of strategic activities of the Institute as well as specific project activities as agreed by the EC

Lead the program management and implementation functions of the Institute

Co-lead the management of the Institute's program including finance and administrative management of the Institute and ensuring adherence to the Institute's Statute, overall Strategy and Action Plans and direct attention towards the M & E Policy, Knowledge Management policy, Communication Policy, Organizational Development and Institutional Development policies and strategies

Develop and sustain a professional working relationship with the NTTP Institute stakeholders, i.e., Political and thematic forums, political and civil society, development partners, other stakeholders and donors

Assist the Chair, General Secretary and other members of EC in networking and collaborating with the like-minded national and international organizations

Oversee assurance operational and financial management compliance by the Institute

Oversee annual updating of the Institute's Policies and Procedures

Approve payments within the delegated authority provided by the EC

Any other tasks assigned by the Chair, General Secretary and/or the EC.

The application deadline is COB **25th May 2021**. Applications should be submitted electronically to the Human Resource Department at [contact@ntpinstitute.org.np](mailto:contact@ntpinstitute.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.*