

जानकी महिला जागरण समाज (JWAS)

जनपकुरघाम उपमहानगरपालिका वडा नं ४, धनुषा ।

Notice out: Selection of Staff Members for a SOYEE related intervention

कर्मचारी आवश्यकता सम्बन्धी सूचना

सूचना प्रकाशित मिति: २०८२/११/२९ गते तदनुसार १३ मार्च २०२६

यस जानकी महिला जागरण समाज (JWAS) द्वारा प्लान इन्टरनेशनल नेपालसँगको साभेदारितामा धनुषा जिल्लाको विदेह, कमला र जनकनन्दिनी पालिकामा सञ्चालन हुन लागेको युवा रोजगारी तथा उद्यमशीलता प्रवर्द्धन (SOYEE) सँग सम्बन्धित परियोजनाका लागि हाललाई अप्रिल २०२६ देखि डिसेम्बर २०२६ सम्म (०९ महिना) कालागि तल उल्लेखित पदमा उल्लेखित संख्यामा कर्मचारीहरुको आवश्यकता रहेकोले इच्छुक योग्य उम्मेदवारहरुका लागि यो सूचना प्रकाशित (Notice Out) गरिएको ब्योहोरा जानकारी गराइन्छ ।
इच्छुक योग्य उम्मेदवारहरुले तल उल्लेखित प्रकृया अपनाई आवेदनका साथ आफ्नो वैयक्तिक विवरण र उल्लेखित पदहरुको कार्य विवरण (Job Description) सँग सम्बन्धि योग्यता तथा अनुभव पुष्ट्याई हुने कागजातहरु सँलगन गरी निम्न उल्लेखित शर्तहरुको अधिनमा रही आवेदन पेश गर्न सकिनेछ ।

यस जानकी महिला जागरण समाज (JWAS) को मानव श्रोत संसाधन नियमावली-२०५८ चैथो संशोधन २०७९ मा **"माथि जस्तो सुकै उल्लेख गरिएको भए तापनि ११ महिना सम्मको अवधिको लागि कर्मचारी नियुक्ति गर्नु पर्दा समान्यतया आन्तरिक प्रतिस्पर्धा वा संस्थामा पूर्व कार्यरत तर कार्यक्रम अवधि समाप्त भई खाली रहेका कर्मचारीहरुलाई पहिलो प्राथमिकता प्रदान गरिने छ ।"** भन्ने प्रावधान रहेकोले प्रथम चरणमा यो सूचना यस संस्थामा पूर्व कार्यरत, हाल कार्यरत वा परियोजना समाप्त भई हाल कुनै पनि जिम्मेवारीमा नरहनुभएका पूर्व कर्मचारीहरुबाट आवेदन प्रोत्साहन गर्नुका साथै सो आवेदनहरुलाई आन्तरिक प्रतिस्पर्धाका लागि प्राथमिकतामा राखिनेछ ।

आवेदनका लागि सामान्य शर्तहरु:

1. इच्छुक उम्मेदवारले उल्लेखित कागजात र विवरणहरु राखी आफ्नो आवेदन यो सूचना जारी भएको मितिले सात (७) दिनभित्र कार्यालय समयमा यस संस्थाको कार्यालयमै वा सो अवधिभित्र यस इमेल ठेगानामा vacancyjwas@gmail.com इमेल पनि गर्न सकिने छ ।
2. इच्छुक आवेदकबाट आवेदन पेश गर्नुपर्ने तरिका र संलग्न गर्नुपर्ने कागजात: जारी गरिएको सूचना र संलग्न कार्य विवरण (JD) पढी बुझी आफ्नो वैयक्तिक विवरणको कागजात, तोकिएको शैक्षिक योग्यताको प्रमाण पत्र ट्रान्सक्रिप्टको प्रतिलिपि एक प्रति, स्थायी लेखा नम्बर (PAN) को प्रतिलिपि एक प्रति, कार्य विवरण (JD) अनुसार आफ्नो योग्यता उल्लेख हुने मुख्य कागजातको प्रतिलिपिहरु समेत सँलग्न गरी आफ्नो आवेदन यस संस्थाको कार्यालयमा स्वयं उपस्थित भई वा माथि उल्लेखित इमेल ठेगाना मार्फत तोकिएको मिति र समय भित्रसम्म उपलब्ध गराउनु पर्नेछ ।
3. यस सूचना अनुसार थप विवरण र उल्लेखित पदका लागि आवश्यक संख्या, योग्यता र अनुभवका लागि प्रत्येक पदको तपलिशलमा संलग्न कार्य विवरण (Job Description) हेर्न वा संस्थामा सम्पर्क गर्नका लागि अनुरोध छ ।
4. प्राप्त आवेदनहरुलाई मूल्यांकन गरी प्रत्येक पदमा उपयुक्त प्रतिस्पर्धी उम्मेदवारहरुको छोटो सूचि तयार गरी यस अधिको प्रकृया अगाडि बढाइने जानकारी गराइन्छ ।
5. आन्तरिक प्रतिस्पर्धाका लागि प्रकाशित यस सूचना अनुसार उपर्युक्त उम्मेदवार छनोट हुन नसकेमा खुल्ला प्रतिस्पर्धाका लागि सूचना प्रकाशन गरिने समेत यसै सूचनाबाट जानकारी गराइन्छ ।

तपशिल:





Janaki Women Awareness Society (JWAS) is one of the pioneering women-led non-governmental, non-profit civil society organizations established in 1993 A.D. (2050 B.S.) in Dhanusha District, Nepal. The organization was founded and is led by a group of dedicated women social workers committed to promoting social justice and community development. The vision of JWAS is to create a prosperous and inclusive society where all women live with dignity, equality, and respect.

JWAS works to improve the living standards and promote the empowerment of marginalized and vulnerable communities, including women, girls, Dalits, youth, the poor, Janjati communities, persons with disabilities, and people affected by disasters and conflicts across Nepal.

With funding support and in partnership with Plan International Nepal, JWAS is planning to implement a SOYEE-related project in three municipalities of Dhanusha District namely Bideha, Janaknandini & Kamala. To support the effective implementation of this project, the organization is currently seeking applications from highly motivated, experienced, competent, and committed professionals for Dhanusha-based following positions.

Required Jobs and Number:

1. Program Officer – SOYEE - 1 No.
2. Field Supervisor – SOYEE- 3 Nos. (One each in three municipalities)

Job Description (JD): Program Officer – SOYEE

Position Title	:	Program Officer (SOYEE)
Position Location	:	Based in Janakpurdham, Dhanusha district
Report to	:	Programme Coordinator, JWAS & Project Specialist, Plan Int. Nepal
Position Duration	:	09 Months
Expected Start & End Date	:	01 April 2026 to 31 December 2026

Job Summary:

The Program Officer (SOYEE) is a key position within the project, responsible for supporting the Program Coordinator of JWAS in the effective planning and implementation of SOYEE-related activities. S/he will lead programmatic documentation and reporting, ensuring accuracy and compliance with organizational standards.

As the focal point for SOYEE initiatives at JWAS, the Program Officer will supervise and mobilize the project team across targeted municipalities in Dhanusha. The role requires strong coordination with stakeholders at municipal, district, and provincial levels to ensure smooth execution of project activities and alignment with broader program objectives.

Specific Duties and Responsibilities under Project Implementation, Key Competencies, and Qualifications:

Responsibilities include, but are not limited to, the following:

- Support develops a project operational calendar highlighting key milestones and financial projections
- Ensure program quality implementation and achieve good result





- Ability to include cross-cutting themes to contribute to project goal
- Identifying potential risks, developing mitigation strategies, and effective risk management in place
- Guide the team in achieving community empowerment and promote sustainability drivers
- Help field team identify and select project participants in coordination with the Local Municipality's Enterprise/Employment Development Section as per the project criteria.
- Facilitate mentoring and coaching to help the project participants choose appropriate entrepreneurship or decent employment pathways based on available opportunities locally or beyond
- Organize capacity-building activities such as Life Skills Training, Start and Improve Your Business (SIYB), and numeracy and literacy training; and support participants in accessing decent employment opportunities by linking them with business houses, industries, hotels, and other potential employers according to their acquired skills
- Where possible collaborate with TVET schools/institutions, Technical Training Providers (TTPs) to accompany them to improve their performances toward meeting the national quality standards.
- A strong financial and supply chain management leadership to manage projects effectively and stewardship principles adhere well
- Coordinate with stakeholders like local municipality, District Coordination Committee (DCC), Agriculture Knowledge Center (AKC), Technical Training Providers (TTPs), cottage industries, CTEVT, ministries, private sectors etc.
- Organize stakeholder meeting, share the project progress and collect feedback throughout the project cycle
- Help the team to manage the provided resources in an efficient and responsible manner
- Demonstrate strong leadership to coach, mentor, and guide the team in delivering their plan/tasks
- Help conduct regular capacity assessments of the project team and provide needful support to demonstrate better leadership
- Support team in best utilizing the provided digital platforms to input correct data and regular review and analysis of the data and information
- Strongly lead the team in maintaining integrity in data and information management
- Manage effective communication and coordination with staff, local government, and funding partners as well
- Prepare scheduled reports and submit them on timely manner
- Ensure quality program deliverance in coordination with team and Plan International Nepal
- Be a catalyst between Plan International Nepal and JWAs or better partnership with achieving best result of project
- Support to update beneficiaries' information regularly in an online system of Plan International Nepal to track all project beneficiaries
- Monitor project activities, and produce and submit scheduled reports on time
- Carry out the quality outcome and quality monitoring and submit scheduled reports on time
- Perform regular field visits to ensure the quality of data collected by project/program staff and verify the accuracy of reported data
- Maintain project database including relevant documents and reports
- Support in income and employment verification of project participants
- Support and facilitate project related surveys, studies and assessments
- Support the project team to ensure accountability and Safeguarding Children and Young People (SCYP)
- Collect and organize secondary data from various sources in working districts and municipalities for the purpose of assessments, baseline surveys, and evaluations- as per the requirement of Project.
- Support in coordination, communication, and getting necessary approval from local government authorities regarding project implementation, baseline surveys, evaluations, and special research/studies
- Collect necessary information for the DPAC (district project advisory committee) meeting and support organize DPAC meeting to the Program Coordinator





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- Support project teams to draw key learning, good practices, and significant case stories from and share with Program Coordinator of the organization as well as Plan International Nepal.
- Accept and do other responsibility as per the need of project and organizations

Human Resource Management:

- Mobilize project team based in the municipality by offering guidance and support and update and report to the Program Coordinator.
- Delegate responsibilities and oversee team's performance and report to the Program Coordinator
- Work on building a sense of belonging and ownership among all project team;
- Encompass, motivate, and guide field team to implement all tasks in the best possible ways in time.

Field Movement, Mobilization & Office Assignments:

- In general, 50-60% field movement and mobilization and 40-50% for office-based assignments in every month but this may depend on the work nature in the respective month.

Academic Qualification and Experience:

- Bachelor's Degree in the given sector, management, social science, or business studies
- Minimum 3 years of working experience in Technical and Vocational Education and Training (TVET), Skill and Entrepreneurship Development sector (on farm and off-farm), Project Implementation and Management.
- Recent experience working within the respective municipalities in Dhanusha district will be regarded as an additional asset

Skills and Languages:

- Fluent in Nepali and Maithili will be an asset
- Computer skills, especially experience of Excel is desirable;
- Communication, negotiation, mentoring and partnership building skills;
- Excellent leadership and team building skills;
- Capable of multitasking and prioritizing;
- Ability to work with multi---stakeholders and partners.

Travel Requirements:

- Wiling to travel as per requirement.

Additional Task & Assignments:

- Other assignments under the project and organization as directed by the supervisor

Name of Staff Member:

Signature of acceptance and date:





Job Description (JD): Field Supervisor – SOYEE

Position Title	:	Field Supervisor – SOYEE
Position Location	:	One of the municipalities of Dhanusha district namely Bideha, Kamala & Janaknandini.
Report to	:	Program Officer – SOYEE, & Program Coordinator, JWAS
Position Duration	:	9 Months
Expected Start & End Date	:	01 April 2026 to 31 December 2026

Job Summary:

The Field Supervisor – SOYEE will be responsible for the effective implementation of SOYEE-related project activities of JWAS in the assigned municipality, in accordance with the approved project document and implementation plan. S/he will serve as the key focal person for the project in the assigned municipality and will oversee all project-related activities and issues at the local level. The Field Supervisor will also ensure effective coordination and collaboration among all program-related stakeholders at the community and municipal levels, and will facilitate the timely and quality implementation of project activities in the municipality.

Specific Duties and Responsibilities under Project Implementation, Key Competencies, and Qualifications:

Responsibilities include, but are not limited to, the following:

- Prepare, compulsorily, the monthly action plan of the allocated program, take approval from the Program Coordinator/Program Officer- SOYEE and accomplish the project accordingly.
- Identify and act to select the project participants as per the project documents and developed criteria in coordination with Local Municipality – Enterprise/Employment Development section of the municipality
- Facilitate and organize mentoring and coaching support to selected/identified project participants to help them choose appropriate entrepreneurship or decent employment pathway options based on the opportunities and scope available locally or beyond.
- Support and organize conduct capacity building activities of project participants like Life Skills Training, Micro Enterprise Development related training like Start and Improve Your Business (SIYB), Numeracy and Literacy Trainings etc.
- Support project participants in identifying and accessing decent employment opportunities available locally and beyond, and facilitate their linkage with business houses, industries, hotels, and other potential employers in line with the skills they have acquired.
- Support prepare Business Plan of every selected project participant and regular follow up of progress
- Support and facilitate project participants in establishing the enterprises they have chosen, and assist them in connecting with financial institutions to access savings and credit facilities for the growth and expansion of their businesses.
- Provide regular career counselling and motivation for ME and VTs participants.
- Update regular income tracking of all employed and self-employed project participants on monthly basis and report it to the Supervisor.





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- Coordinate with local level stakeholder i.e. Palika, micro enterprise development unit, TTPs and other as per need
- Regular follow up and home visit of project participants
- Inform, written or verbally with reasons, the Project Coordinator, Program Officer if any unfavorable situation occurred during the course of the implementation of the proposed program and activities.
- Conduct each and every allocated project activity and trainings, Orientation and other activities in the respective municipality as per the approved plan.
- Routinely submit a monthly work progress report and field report or required weekly update from the respective duty station to the Supervisor

Field Movement, Mobilization & Office Assignments:

- In general, 70-80% field movement and mobilization and 20-30% for office-based assignments in every month but this may depend on the work nature in the respective month.

Academic Qualification and Experience:

- Enterprise Development studies or intermediate (10+2) degree
- Minimum 2 Years of working experience in Technical and Vocational Education and Training (TVET), Skill and Entrepreneurship Development sector (on farm and off-farm), Coordination and Project Implementation at the Municipality level.
- Recent experience working within the respective municipalities in Dhanusha district will be regarded as an additional asset

Skills and Languages:

- Fluent in Nepali and Maithili will be an asset
- Android Mobile /Tab applications use skills, especially entering different data from the field;
- Communication, negotiation, coaching, mentoring and partnership building skills;
- Excellent leadership and team building, motivation skills;
- Capacity of prioritizing the assignments;
- Ability to work with multi---stakeholders, individuals and partners.

Travel Requirements:

- Wiling to travel as per requirement within the assigned municipality and beyond as per requirement.

Additional Task & Assignments:

- Other assignments under the project and organization as directed by the supervisor

Name of Staff Member:

Signature of acceptance and date:

Page 5 of 5

