

ग्रामीण विकास टुकी संघ RURAL DEVELOPMENT TUKI ASSOCIATION (RDTA)

सुआहारा II कार्यक्रम
कर्मचारी आवश्यकता सम्वन्धि सुचना

मिति: २०७५/१०/०१
(जनवरी १५, २०१९)

ग्रामीण विकास टुकी संघ र हेलेन केंलर इन्टरनेशनल (HKI) सगको साभेदारीमा यु.एस.ए.आई.डी (USAID) को आर्थिक सहयोगमा दोलखामा संचालित सुआहारा II कार्यक्रमको लागि तपशिल बमोजिमको कर्मचारीहरू आवश्यक भएकोले योग्य नेपाली नागरिकहरूबाट दरखास्त आह्वान गरिन्छ।

१. पद: फिल्ड सुपरभाईजर

२. आवश्यक संख्या: १ (एक जना)

३. वाञ्छनिय शैक्षिक योग्यता : कम्तिमा प्रविणता प्रमाण पत्र तह वा सो सरह

४. अनुभव : समुदाय परिचालनको क्षेत्रमा कम्तिमा २ वर्ष काम गरेको अनुभव।

५. कार्य क्षेत्र: वैद्येश्वर गाउँपालिका वडा नं. हरू ६, ७ र ८ मा रहने गरि।

६. मुख्य जिम्मेवारी:

सुआहारा II कार्यक्रमको उद्देश्य प्राप्तीका लागि कार्यक्रम संयोजकको मातहतमा रहेर सुआहाराको जिल्ला स्तरीय कर्मचारीहरू, सम्वन्धित गाउँपालिका, संघको पदाधिकारी, सदस्यहरू तथा कर्मचारीहरू र अन्य सरोकारवालाहरूसंग समन्वय गरि प्रभावकारी र दक्षतापुर्वक समुदायस्तरका क्रियाकलापहरू संचालन गर्ने।

७. प्राथमिकता: पछाडी पारिएको वर्ग, दलित, जनजाती र महिला लाई विशेष प्राथमिकता दिईनेछ।

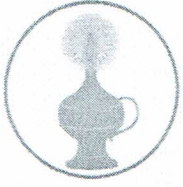
८. पारिश्रमिक : संघ तथा सुआहारा कार्यक्रमको नियमानुसार।

९. निवेदन दिने अन्तिम मिति: २०७५ माघ ८ गते बेलुका ५:०० बजेसम्म।

१०. निवेदन दिने ठेगाना: ग्रामीण विकास टुकी संघको कार्यालय, भिमेश्वर न पा -३, चरिघ्याड, चरिकोट, दोलखा। तथा ईमेल: info@rdtadolakha.org

११. छनौट प्रक्रिया: लिखित परिक्षा तथा अन्तरवार्ता।





ग्रामीण विकास टुकी संघ RURAL DEVELOPMENT TUKI ASSOCIATION (RDTA)

१२. आवेदकहरू मध्ये प्रारम्भिक छनौट सूचि (Short List) मा परेका उम्मेदवारहरूलाई मात्र छनौट परीक्षामा समावेश गरिनेछ।
१३. निवेदनको साथमा हाल सालको व्यक्तिगत विवरण (CV), शैक्षिक तथा अनुभवको कागजातहरू, नागरीकताको प्रमाणपत्रको प्रतिनिपी, हाल सालको पासपोर्ट साइजको फोटो एक प्रती संलग्न गर्नु पर्नेछ।
१४. उपरोक्त अनुसारको गित तपुगी आएको दरखास्त उपर कुनै कारवाही हुने छैन।
१५. छनौट सम्वन्धि अन्तम निर्णय गर्ने अधिकार यस ग्रामीण विकास टुकी संघमा निहित रहने छ।

धन्यवाद।

ग्रामीण विकास टुकी संघ
कर्मचारी छनौट समिति
चरिकोट, दोलखा





ग्रामीण विकास टुकी संघ RURAL DEVELOPMENT TUKI ASSOCIATION (RDTA)

Date: 2075/10/01
15th January, 2019

Vacancy Announcement

Rural Development Tuki Association (RDTA), officially registered in 1991 in District Administration Office Dolakha, is a nonprofit making, non-governmental organization. It has been working with different development partners especially focused in Dolakha districts of Nepal. Currently, it is implementing Suaahara II Project in all over the Dolakha district. This is five-year (2016– 2021) integrated nutrition program funded by USAID/Helen Keller International. Suaahara aims in Building Strong and Smart Families, uniquely integrating nutrition, WASH, agriculture, family planning, reproductive health, and child and maternal health activities at household and community level.

Rural Development Tuki Association is seeking qualified and dynamic Nepali citizen for the following position.

JOB POSITION: Field Coordinator (Suaahara II) - 1 position

LOCATION: Based in Charikot, Dolakha with frequent field visits (60%)

JOB RESPONSIBILITIES and MAIN DUTIES

- Support to Program Coordinate for conducting district orientation and develop Detailed Implementation Planning (DIP) with District Health offices, DCC, and NGO and other stakeholders.
- Coordinate to conduct district level stakeholder planning, meeting, orientation, training and other relevant activities of Suaahara.
- Plan and implement project activities in the working district. Coordinate with Suaahara II District Sub Office to implement program effectively and smoothly.
- Coordinate and liaison with DCC /RM/UM to allocate fund for the Suaahara activities in the district.
- Coordinate Suaahara II district team, district line agencies, related offices and networks for planning and implementing Suaahara II program activities.
- Supervise and monitor the field program and provide constructive feedbacks to field team.
- Ensure close monitoring of activities and performing field visits in order to assess the implementation of Suaahara activities.
- Provide support and program input to field supervisors, Community Nutrition Facilitators and where need to Female Community Health Volunteer (FCHVs)/ Village Model Farm (VMF), Outreach Clinics.
- Support /Conduct/ organizes various district and community level activities, trainings, workshops and other required activities.
- Monitor, mentor and supervise to Field Supervisors and Community Nutrition Facilitators
- Prepare monthly/ quarterly/semiannual/annuals plans
- Prepare & submit monthly/quarterly/ semiannual / annual reports of the programs on time.
- Collect and document important case studies/stories.
- Provide support to the evaluation and monitoring team (baseline, midterm and final)

(Handwritten signatures)



जि.प्र.का. दोलखा, व.नं. : २४/०४७/४८
समाज कल्याण परिषद व.नं. ५५९
गै.स.स. महासंघ दर्ता नं. : म १७४/५०/५१



ग्रामीण विकास टुकी संघ RURAL DEVELOPMENT TUKI ASSOCIATION (RDTA)

- Attend and share program progress and challenges in district level stakeholders' review meeting in coordination with Program coordinator

MINIMUM REQUIRED QUALIFICATION AND SKILLS:

Candidates should be of Bachelor Degree in Public Health, or any other relevant field with 3-5 years work experience. In addition, preference will be given to experience and local candidates.

SKILLS/QUALITIES:

Should be proactive and be able to perform multiple tasks and work independently with minimal supervision. The candidate should have excellent interpersonal and organizational skills and should have good knowledge on computer programs and excellent command in oral and written English. S/he should be self-motivated having positive attitudes towards the community development. Should have proven skills in staff management and social mobilization.

APPLICATION SUBMISSION:

Interested candidates are encourage to apply with their latest resume along with cover letter, educational certificates, current PP size photo, citizenship to the email address info@rdtadolakha.org or to the address **Rural Development Tuki Association, Charikot, Dolkha. NO LATER THAN 5: pm, 22nd January, 2019.** Please clearly mention the post applied in the subject line of your email and cover letter.

Only short-listed candidates will be contacted for the further selection process. Any effort to influence the selection process will result in automatic disqualification. RDTA reserves rights for the final decision of the selection process.

Local, indigenous, dalit and woman candidates are encouraged to apply.

[Handwritten signatures]



RDTA, DOLAKHA