

VACANCY ANNOUNCEMENT

Environment and Public Health Organization (ENPHO), established in 1990, is a service-oriented, scientific, national non-governmental organization constantly striving toward environmental sustainability and public that has worked in more than 55 districts of Nepal. ENPHO has been working in Nepal for more than 30 years. ENPHO's mission is to develop, demonstrate and disseminate innovative technologies and systems to enable societies to become healthy and environmentally friendly. ENPHO envisages creating eco-societies by providing quality services on Water, Sanitation, and Hygiene (WASH), environment, and public health through research, innovations, promotion of the WASH technologies and approaches, and air pollution through the promotion of integrated community-based approaches, eco-friendly techniques, and technologies.

Environment and Public Health Organization (ENPHO) invites applications from suitable and qualified Nepali citizens for, USAID Clean Air, a five-year initiative, which aims to improve air quality in Kathmandu Valley to approach National Ambient Air Quality Standards leading to improve health and education outcomes.

Project Officer

Number: 2

Duty Station: Kathmandu Central Office

A. Required qualifications and experiences:

- Minimum bachelor's degree in business administration/management or public health or social sciences or related field with 3 years of experience in above mentioned field. Master's degree preferable with relevant experience.
- Experience in managing project activities including partner and other stakeholder management.
- Proactive and independent approach to work with a willingness to undertake additional responsibilities.
- Experience in working effectively across various teams within the project and organization and building and sustaining positive working relationships with non-government organizations, private sectors, government, and other stakeholders.
- Demonstrated experience working and building relationships with government officials.
- Strong written and oral communication skills in English and Nepali.

B. Required Knowledge, Skills, and Expertise:

- Excellent Knowledge of MS office Package
- Strong interpersonal skills and demonstrated ability to communicate clearly, effectively, and with cultural sensitivity in writing and verbally with local government, partners, civil society and diverse groups of people.

- Experience with policy analysis, research, advocacy, social accountability mechanisms, and gender equality and social inclusion.
- Having a driving license for a two-wheeler will be an advantage.

Duties and Responsibilities

The key duties and responsibilities of the position will be listed below.

- Assist the project team in managing and implementing project activities in line with approved annual plan and budget.
- Ensure internal and external coordination, admin, logistics, financial processing, and reporting related to implementation of project activities such as trainings, workshops, or any other event.
- Closely coordinate with project team on timely collection of data, information, plan, reports, and other project documents.
- Provide support to the process of project's activities and reporting process.
- Provide support in periodic program review meetings, document action points and follow up with team members for execution.
- Review plan, reports, concept notes and any other documents received for the project and report to the supervisor with quality input and feedback.
- Support for layout, formatting, editing and translation of documents.
- Prepare concept notes, meeting minutes, monthly updates, and any other documents as required.
- Support project documentation process
- Support project's SBCC activities and prepare for documentation of success stories, newsletter, and other knowledge materials.

Duration: The duration of the position will be nine months with possible extension.

How to apply:

Interested candidates can apply their application with an updated Curriculum Vitae (CV) copy of

Citizenship Card and recent passport-sized photo send the application at vacancy@enpho.org.

For more detail about our organization please visit our official website: www.enpho.org

Only short-listed candidates will be informed for further process.

The deadline for submission of the application is 7th September 2023 by 5:00 pm.