



Nawarajpur Rural Municipality  
Office of the Municipal Executive  
Siraha, Madhesh Province  
Nepal

Handwritten signature and date: 18/5/2020

## VACANCY ANNOUNCEMENT

To implement the project, "Strengthening Local Government Capacity to Develop School Education Sector Plans and Budgets to bring about quality learning in Madhesh Province" the People Promote Center (PPC) and the Nawarajpur Rural Municipality is looking for qualified, dynamic and self-motivated Nepali citizens for the following positions.

### Detailed Job Description/Requirements

S.N.	Position	Nos	Qualification and experience	
			Qualification	Experience
2.	<b>Child Development coordinator.</b>  Location: - Nawarajpur Rural Municipality, Siraha	1	Bachelor's degree in education or in social science with 1 years of working experience in education, social mobilization or social development sector.	<ol style="list-style-type: none"><li>1. Develop thorough understanding of the programme document (PD), budget and programme implementation plan for the assigned local government.</li><li>2. Facilitate implementation of the plan in coordination and collaboration with the programme team, concerned local level education officer/coordinator and other stakeholders, track both the programmatic and financial progress.</li><li>3. Ensure that the programme activities are well implemented on time, budget are rationally utilized and intended results are achieved ensuring quality compliance through regular programme monitoring.</li><li>4. Build strong relationship with Rural Municipality-level sectoral units (education, health, WASH, protection, nutrition etc.), schools, and communities and build strong working relation for a synergetic effect to the program.</li><li>5. Support the local government for the formulation/ review, implementation, and monitoring of integrated ECD plans.</li><li>6. Facilitate the formation and capacity building of local government level and ward level ECD committees and ensure their functionality through regular meetings and mobilization for ECD related interventions.</li><li>7. Work closely with Education officer to orient and support local government and schools on effective implementation of ECD policies, programmes and ELDS report card.</li><li>8. Manage and facilitate capacity building trainings/workshops/meeting on ELDS package, mobile meetings and distribution and use of ECD kits.</li><li>9. Coordinate, manage and facilitate learning exchange visits and high-level missions as required.</li></ol>

10. Prepare and submit event, monthly and quarterly progress reports to the Education Officer in the given format. Prepare and submit other reports as required by the local government, PPC and UNICEF.
11. Participate in and represent PPC at the local government forums.
12. Identify, collect, document, and share at least one best practices/case-studies/human interest stories on monthly basis.
13. Accomplish other assigned tasks from the local government, PPC and UNICEF.
14. Provide technical and coordination support to education in emergency response including operationalization of education clusters in case of emergency.

Other skills and competencies

1. Should be the local resident of respective local government.
2. Good coordination, communication, and documentation skills.
3. Ability to communicate in English, Nepali, and local languages.
4. A two-wheeler driving license is desired.
5. Good understanding of education sector including challenges and opportunities at the local government level.
6. Proven experience in working with local governments, community, and schools.
7. Good knowledge and skill in MS Office package.
8. Strong interpersonal and facilitation skills.
9. **Priority will be given to female candidates.**

**Selection Process:**

Shortlisted candidates will be contacted for written exam and an interview. The selection process may also include a skills assessment or other relevant evaluations.

**Benefits:**

As per Local Government's Decision and donor's agreement with PPC.

Interested candidate can send their CV (Maximum 3 page and 1 page Cover letter) with the application letter by 27 July 2025 on or before 5 PM at the following email address: [ito@nawarajpurmun@gmail.com](mailto:ito@nawarajpurmun@gmail.com); [ppc2063@yahoo.com](mailto:ppc2063@yahoo.com); [ppc2063@gmail.com](mailto:ppc2063@gmail.com); or Documents can be submitted in respective offices during office hours. Please submit application letter clearly mentioning the position applying in the subject line.

PPC respects child rights and strictly follows the child protection policy of the organization. PPC is an equal opportunities employer and strictly follows the merit-based selection.

All rights regarding conduct of examination, cancellation and selection of candidates shall be vested in Nawarajpur Rural Municipality/PPC

*Especially women and members of ethnic or marginalized communities are encouraged to apply for these positions.*