

Vacancy Announcement for District Liaison Officer

National Election Observation Committee (NEOC), a national level pioneer organization in poll watch is a heterogeneous coalition of proactive HRs groups, CSOs and eminent persons, is dedicated for strengthening electoral democracy in Nepal since last 25 years. Currently, NEOC is implementing project titled 'Monitoring Post-Earthquake Reconstruction Process in Nepal' under the financial support of National Democratic Institute for International Affairs (NDI) in three of the Earthquake hardest hit districts - Gorkha, Dolakha and Sindhupalchowk.

The devastating earthquake of April 25, 2015 and multiple powerful aftershocks have taken over 8,500 lives and injured more than 23,000 people so far. In the immediate aftermath of the earthquake, Nepal witnessed hyper flow of relief supplies as humanitarian assistance from individuals and institutions around the globe. Also, international aid and support from different countries and international agencies, both in cash and kind, reached Nepal in large wave for rescue and relief works. In this connection, NEOC plans to take an initiative to monitor the performance of government agencies, civil society and political actors with regards to governance, transparency and accountability in the relief and reconstruction process. The monitoring will be carried out in three project districts (Dolakha, Gorkha and Dhading) for which it is soliciting applications for **District Liaison Officers** (District Focal Points) from the respective districts.

Place of Assignment: Sindhupalchowk, Gorkha and Dolakha

Reporting to: Project Officer

Working Period: 50 Working Days (to be completed within three months)

District Liaison Officer is responsible for implementing district level activities of the project in close coordination with NEOC District Chapters. He/she will make necessary project deliveries in project VDC in terms of data collection, monitoring, coordinating with District and local level stakeholders etc.

Tasks and responsibilities:

- Establish close contacts and liaison with officials at District Development Committee and maintain the same with other concerned stakeholders
- Make observation of district level programs and activities to track role and performance of concerned agencies in post disaster relief and reconstruction work
- Undertake responsibility for the day to day functioning of the assigned task and assist visits of NEOC mission including various meetings in respective places.
- Help and co-ordinate Local monitors at VDCs to carry out local level activities.
- Keep NEOC office informed on the socio- political developments particularly of those which might impact NEOC and its project activities.
- Keep NEOC informed through weekly reporting on the service delivered.
- Undertake other responsibilities as requested by NEOC National Secretariat time to time

Qualifications/Experiences:

- Bachelor's degree(preferred) or Intermediate degree in political or social science with at least 2 years of experience in monitoring projects
- Work experience in rural and remote areas specially in data collection.
- Good interpersonal and communication skills
- Highly motivated and committed, with empathy and stress resilience
- Fluency in written and spoken English and Nepali
- Sound knowledge of MS Word and MS Excel

Interested candidates are invited to submit their Letter of Interest with updated CV and recent PP sized photo by 5 pm, 20 November 2015 via email to neocnepal1991@gmail.com or by hand delivery to NEOC National Secretariat Office located at Kupondole-10, Lalitpur. Only shortlisted candidates will be contacted for interview.

NEOC promotes equal opportunities. Women, Dalit and Janajati candidates are strongly encouraged to apply.

