

Vacancy Announcement for Local 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 Local Liaison Officers (Local Monitors) from the respective districts.

Place of Assignment: Sindhupalchowk, Gorkha and Dolakha

Reporting to: Project Officer

Working Period: 40 Working Days (to be completed within three months)

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

Duties and Responsibilities:

- Establish contacts and liaison with concerned local stakeholders and maintain the same with stakeholders in the district headquarters as and when necessary.
- Represent NEOC and its donor organization NDI in all activities and meetings relating to NEOC and its work.
- Undertake such other responsibilities requested by NEOC National Secretariat time to time.
- Coordinate with district liaison officer and other partners to implement activities in the VDCs
- Assist DLO and other officers at VDC level to develop work plan for introducing program activity in the selected VDCs
- Report on weekly basis to District Liaison Officer about the project related activities accomplished in the VDC
- Keep NEOC National Secretariat informed on the socio-political developments particularly those which might impact NEOC activities

Qualifications/Experiences:

- Bachelor's degree(preferred) or Intermediate degree in political or social sciences with at least one year of experience in monitoring projects
- Work experience in rural and remote areas 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.

