

Vacancy Announcement for Researchers

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.

As one of the important components of the project, NEOC is carrying out **Desk Review** at central level to make necessary collection and study of relevant documents on post-disaster relief and reconstruction process, for which it solicits application from eligible External Experts/Professionals for the position of researchers. There will be two External Experts working in team: one with *Research Background* and another with time-bound *Experience on Disaster Risk Reduction*. The selected expert(s) should work as per the Term of Reference (ToR) furnished by the NEOC Secretariat.

Major Duties and Responsibilities:

- Work in a team of two researchers in close coordination with Project Director
- Among others researcher(s) should make collection of reports, reviews, abstracts, presentations and other relevant materials on post-disaster relief and reconstruction efforts; schedule meetings and interactions with related stakeholders, draft timely reports to the NEOC Secretariat and make inputs based on the timely feedbacks by Project Director.

Qualifications/Experiences:

- At least Master's degree in Social Science/ Law or any other relevant subjects preferably with a strong research component.
- A minimum of five years of relevant experience in producing excellent qualitative and quantitative research; high level of knowledge on Disaster Management and Reconstruction Plans and Policies including roles of local bodies and other related stakeholders etc. Sound IT skills and familiarity with analytical softwares on social science like SPSS is desired.

Researcher(s) should also demonstrate:

- Strong interpersonal skills and ability to work in a culturally diverse team
- Efficiency in data collection/management, analysis, evaluation and report writing
- Good leadership with effective team mobilization and coordination strategy
- Language proficiency in English and Nepali
- Strict political impartiality to maintain objectivity in research
- Pro-active, self-motivated and professionally confident and capable of engaging persuasively with a wide range of stakeholders

Interested candidates are invited to submit their Letter of Interest with updated CV and recent PP sized photo by 5 pm, 10 October 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.



National Election Observation Committee (NEOC)

