

Background

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of child poverty and to create a more equal world for girls facing girls and vulnerable children. Plan International has 85 years' experience doing this in more than 70 countries. Plan International has been working in Nepal since 1978.

We invite applications from interested candidates with priority from females, minority and youth groups for the following positions:

1. Executive Secretary (*Fixed-Term for 2 years based in County Office*)

Responsibility: Provide administrative support to the Country Director and the Country Management Team. Ease the administrative burden of senior leadership through managing schedules, calendars, track internal and external reports, emails and visitors; Logistical support in organising meetings and workshops as well as managing international travel & all travel logistics for the CD and CMT; Ensure all required documentation for meetings and ensures timely updates of key reports.

2. Technical Coordinator-Champion of Change (CoC) (*Fixed-Term for 2 years based in Country Office*)

Responsibility: Overall implementation, coordination and reporting of the contextualization process of Champions of Change; Ensure the quality and timely delivery of the sub-activities under CoC contextualisation maintaining highest technical quality according to the objectives and approach of the Champions of Change and the contextualisation guideline; Provide technical guidance and support to partners regarding CoC implementation in coordination with Plan's regional offices and partner organisations.

To Apply,

Log on to www.p2p.com.np to apply. The deadline for application is **Tuesday, 6th June 2023**. Applications are solely accepted through People2People online application procedures. Only shortlisted candidates will be contacted for further selection process. Canvassing at any stage of processes shall lead to automatic disqualification.

Due to urgent priority to fill in the positions, recruitment can be held on a rolling basis and Plan International reserves the right to select a candidate prior to the deadline.