



## **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. Human Resources Coordinator** (*Fixed-Term Term Employment of 2 years from date of employment; Open to all applicants*)

**Responsibility:** Prepare the monthly payroll, timesheet and administer benefits, ensure smooth operation of HRIS system and work closely with the HR team to provide support in other areas as needed; S/he needs to maintain strong documentation and filing system including personal files as well as recruitment files.

## **To Apply,**

Log on to [www.p2p.com.np](http://www.p2p.com.np) to apply. The deadline for application is **Thursday, 29<sup>th</sup> 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.