

Vacancy Announcement

National Association of PLHIV in Nepal (NAPN) is a national network of People Living with HIV in Nepal ,having 5 regional offices and 40 District Chapters; lead by PLHIV , looking for the best to work with the project to attain its goal and result. NAP+N invite application for the following positions for the Targeted Intervention services for PLHIV for its field office to run Community Care Centers.

All interested candidates who meet the following criteria are requested to apply for the following position -

Monitoring & Evaluation Associate-1 position (Kathmandu based)

The M & E associate will be responsible to perform the tasks when necessary and as appropriate, depending on the context. In addition, it may be necessary for the individual to perform duties and responsibilities that, while not specifically listed below, fall under the general categories of this job description and are within the spirit of the job.

Under the general guidance and supervision of Project Manager, the incumbent will provide the following services:

- Coordinate with different agencies and NAPN other programme units , district and regional offices to document implemented activities ;
- Support NAPN in preparing progress reports regarding targeted Interventions for PLHIV and other projects as well ;
- Supervise and support district level implementing partners and NAPN District Chapters ;
- Field supervision for monitoring and assessment of NGOs and provide technical support for their quality performance ;
- Monitor and supervise Community Care Centers for their quality performance and support them in linking with existing CHBC services;
- Support PMU team in preparing project plan , identifying issues related to PLHIV rights, access to quality treatment for PLHIV and link with other services;
- Support PMU in planning , designing , M & E plans , designing formats, checklists and overall project implementation;
- Support in preparing progress reports;

Eligibility Criteria and qualification:

- 1- Bachelors Degree in Public Health or related Social Sciences;
- 2- should be competent and have strong knowledge base on HIV/AIDS in Nepal and at least 2 years experience in HIV/AIDS field;
- 3- Working experience with government or non government organization;
- 4- Working experience with PLHIV organization or Care home and CHBC will be an asset;
- 5- Excellent computer skills in MS office, MS excel and power point

(Note: TOR/detailed Job description can be downloaded or contact at NAPN Office in Kathmandu for further information)

Interested applicants must submit application form along with the resume to –
PMU Manager by 25th January 2012

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