

Vacancy Announcement

Forum for Protection of Public Interest (Pro Public), a non-profit and non-governmental organization, is looking for an experienced, self-motivated, and qualified candidate for the following positions.

Position: Local Professional (1)

Duration: Initially (from November 1, 2024 to February 28, 2025) with possible extension

Location: Kathmandu along with travel for the project initiatives in different districts

Education/Professional Qualifications and Skills:

- Master's in Social Science, Conflict, Peace and Development Studies, or relevant field.
- Preference will be given to applicants with relevant work experience (at least three years), preferably in implementing peace building projects, project management and planning, budgeting and working with multiple partners and stakeholders.
- Knowledge of mediation, Dialogue, and Nonviolent Communication (NVC) or other forms of nonviolent conflict transformation, peace building, or related issues is required.
- Ability to work in a structured and self-sufficient way while understanding and adapting to organizational needs
- Ability to work both independently and collaboratively with people from different backgrounds
- Good communication skills in English and Nepali (both verbal and written).

Detail Job Description can be downloaded from the following link:

JD Link: https://drive.google.com/uc?export=download&id=1uqVRH-TS1mIRXkFZq-f_UXc6vAT6gJEr

Information Form Excel

Link: <https://drive.google.com/uc?export=download&id=1TuxoxoW9kPAWiwr9alfiyQtMDRO3mQ0V>

Qualified and interested Nepali citizens externally and internally are requested to send a complete application including CV, two referees, auto size photograph, possible starting date, academic and professional certificates to the email address propublic.vacancy2024@gmail.com by no later than October 28, 2024 at 5 pm. Women, Dalit, Janajati and Madheshi candidates are strongly encouraged to apply.

The Terms of References (ToRs) for the position is also available on website: www.propublic.org. Only shortlisted candidates will be contacted for a written test and interview. Telephone enquiries will not be entertained.

ToR of Local Professional

Organizational Background:

Forum for Protection of Public Interest (Pro Public), a non-profit, non-governmental organization dedicated to the cause of public interest, was founded in 1991 by a consortium of lawyers, journalists, economists, engineers, consumers and women's rights activists. In the area of peace building, Pro Public works with dialogue and mediation, Nonviolent Communication (NVC), and Infrastructures for Peace (I4P). Pro Public is seeking a qualified Local Professional for its Civil Peace Service Program (CPSP). The program is working on various aspects of peace and peace building in Nepal.

Job Description:

Under the direct supervision and guidance of the Executive Director of Pro Public and the International Peace Advisor of **Civil Peace Service Program** of Pro Public, the **Local Professional** is required to:

- Provide technical support to Pro Public's peace building projects throughout the whole project cycle and support to explore new opportunities to expand the Peace Building Program;
- Coordinate, plan and implement activities agreed in the project planning workshop between Pro Public and CPS-GIZ;
- Contribute in developing the project strategy and activity planning in the area of nonviolent conflict transformation and peace building especially in the areas of Nonviolent Communication (NVC), dialogue and mediation;
- Coordinate the organization of trainings and other activities planned under the Civil Peace Service Program.
- Organize virtual and/or in person meetings and manage group discussions with Pro Public dialogue facilitators and NVC Practitioners/Mentees from the NVC Community Nepal;

- Coordinate and follow-up with local governments and organizations working in the same field from the project areas during and after project implementation to ensure sustainability and continuation of project activities at the local level;
- Support in exploring opportunities for collaboration and synergies with other INGOs, NGOs and CPS partner organizations for joint project activities;
- Conduct field visits for the research and field activities in the project districts;
- Support the Executive Director and Fund Raising Committee of Pro Public in developing proposals in the areas of peace building and conflict transformation;
- Prepare training/events reports and annual reports and ensure their submission on time while coordinating with the International Peace Advisor. ;
- Coordinate with the Pro Public Finance Officer and the CPS-GIZ Finance Officer for the overall financial transactions, following Pro Public's Financial Guideline, Government rules and CPS-GIZ financial rules, of the project and ensure and coordinate that regular financial reports are submitted on time by Pro Public Finance Officer to CPS-GIZ Finance Officer;
- Work closely with the International Peace Advisor, the Executive Director and other Pro Public team members.