



First date of publication: 3 November 2006
VACANCY ANNOUNCEMENT

The United Nations Development Programme (UNDP) Nepal is implementing a project on “**Realignment of Micro-credit in UNDP Supported Projects**”, to better serve the interests of the target communities, based on the recommendations of a technical review of the micro-credit components of seven of its projects. To assist project implementation, UNDP Nepal invites applications from interested and qualified Nepalese citizens for the following position:

Title of position: Project Officer (NPPP-1)

Number of position: One

Duty Station: Kathmandu with frequent travel to UNDP supported project sites

Job responsibilities: The Project Officer will report directly to the Re-alignment Coordinator and will assist him/her to accomplish re-alignment exercise through a range of activities including, but not limited to, debt collection, strengthening of savings and credit groups, increasing access by credit-ready clients to sustainable financial service providers, increasing the financial viability of the local funds as well as implementing and coordinating the re-alignment activities.

Qualifications and Experiences: Master’s degree in finance or economics from a recognized university with at least three years of experience in implementing microfinance Programme. S/he should have sound understanding of the Nepalese microfinance sector, proven technical knowledge and expertise on community based microfinance initiatives(credit union, self-help group and village bank); exposure to problems related to grant based microfinance services; hands-on experience of portfolio management, strengthening savings and credit groups and ensuring client's linkages to financial services providers; capacity to conduct trainings on contemporary topics on microfinance operation; relevant skill on financial projections and management; fluency in written and spoken English and excellent computer skills.

Applications should be submitted **no later than 16 November 2006 by email, to: hrmu2.np@undp.org by stating the position applied for in the Subject line** or in a sealed envelope to **UNDP Operations Division, (Ref: PO/RMC), P.O. Box 107, Kathmandu, Nepal**

(Only Applicants who are short-listed will be contacted)

Applicants must submit the updated standard UN Personal History Form available from the UN House Reception or the UNDP webpage <http://www.undp.org.np/vacancy.htm>

WOMEN, INDIGENOUS AND DISADVANTAGED PERSONS ARE STRONGLY ENCOURAGED TO APPLY

Telephone enquires will not be entertained