



**Request for applications for the post of
Protection Officer in Mahottari, Kapilvastu, Surkhet and Kanchanpur**

Vacancy: Protection Officer

The UNFPA, UNICEF and UNIFEM have received funding from the United Nations Trust Fund to Eliminate Violence against Women to improve multi-sectoral response to gender based violence at the district level in Nepal. The project will be jointly executed by UNFPA, UNICEF and UNIFEM and implemented by the Ministry of Women, Children and Social Welfare. Four protection officers for the four project districts, Mahottari, Kapilvastu, Surkhet and Kanchanpur will be recruited. This is not an UN position, and the remuneration is according to the government rules and regulations for the Gadgetted 3rd Class Officer. The Protection Officer will manage and oversee project implementation at the district level, supporting the Women Development Office.

Eligibility:

Comprehensive information on detailed job description, competency profile and education/experience and requirements can be found at: <http://www.un.org.np/job/local.php> This position is open to women candidates only.

How to apply: Candidates must send the curriculum vitae with a photo along with a cover letter. Please send your applications to: c/o Ministry of Women, Children and Social Welfare, Women and Coordination Section, Singha Durbar.

Deadline for applications: March 19th, 2010. Applications received after the deadline will not be accepted. Only shortlisted applicants will be contacted.

Dalits, Janajatis, Madhesis, people with disabilities, other minorities and local persons from project districts are especially encouraged to apply.

Violence against Women Trust Fund Project Terms of Reference of Protection Officer

A Protection Officer will be hired to manage and oversee project implementation at the district level, supporting the Women Development Office. Only women candidates are eligible for the post.

Duties and Responsibilities

Project Management

- Support Women Development Office to manage and oversee project activities and perform secretariat duties for the District Project Coordination Committee;
- Manage the administrative and financial aspects of the district activities including account keeping of the project;
- Ensure activities are integrated and coordinated with regular government programmes and other relevant civil society partners in the district and share information;

Coordination

- Coordinate closely with national level coordinator and share lessons learnt with other Protection Officers;
- Facilitate coordination with relevant district authorities, including the District Court, District Administration Office, District Development Committee, District Police Office, District Attorney Office, District Health Offices, Para-Legal Committee, Service/Rehabilitation Center, as well as local NGOs and CBOs in conjunction with Women Development Office;
- Coordinate with district staff of UNFPA and UNICEF where relevant

Monitoring and Reporting

- Conduct monitoring and supervision visits to the VDCs and report on progress;
- Arrange logistics and facilitate central level monitoring visits;
- Ensure quality of project reports and timely submission;

Qualifications and Competency

The Protection Officer should have following qualifications:

- Bachelor in Social Science/Law;
- Knowledge of gender issues and particularly gender based violence, and at least three years working experience at the community level with gender based violence issues;
- Experience in coordination, management and monitoring of community projects;
- Experience in working closely with district level government line offices;
- Knowledge of local language and socio-cultural situations of the project district;
- Computer skills in MS Word, Power Point, Excel, Internet browsers and e-mail
- Good knowledge in speaking and writing English;

Required competencies are:

- Ability to work under pressure and to complete tasks within tight deadlines;
- Good inter-personal skills;
- Ability to network, work in team and think strategically;

A priority will be given to local candidates from project districts. Please specify the choice of one district among Kanchanpur, Surkhet, Kapilbastu and Mahottari.