

## *Caritas Nepal*

### *Call for Project Vacancy*

**Project Title:** Promoting Safe Migration & Preventing Trafficking in Person

**Project Location:** Jhapa District- Rural Municipality ward number- 2,3,6 & 7

Morang District- Miklajung Rural Municipality ward number- 6,7 & 9

<b>Designation</b>	<b>Requirements</b>	<b>Location</b>
<b>Senior Social Mobilizer-2 Positions (Both Internal &amp; External Vacancy)</b>	<ul style="list-style-type: none"><li>• Academic Qualification: Bachelor's Degree completed</li><li>• Age limit is 21-45 years</li><li>• At least two years of experience in community mobilization, data collection including knowledge and experience in the field of safe migration and anti-human trafficking/psychosocial counselling</li><li>• Experience in project planning &amp; reporting</li><li>• Excellent skills in coordination with local authorities and other stakeholders and good team spirit</li><li>• Good communication and writing skills in Nepali and English language.</li><li>• Basic Computer/internet skills (MS word, excel, email, internet).</li><li>• Should be a permanent resident of Project Location (respective Rural Municipality) or immediate neighbouring Rural Municipality/Municipality</li><li>• Should be hard working and commitment to meet the activity deadline</li><li>• Candidates must have a valid two-wheeler driving license</li></ul>	<b>One in Jhapa Rural Municipality , Jhapa</b>  <b>&amp;</b>  <b>One in Miklajung Rural Municipality , Morang</b>
<b>Administrative/Logistics Assistant -1 Position</b>	<ul style="list-style-type: none"><li>• Academic Qualification: Bachelor's Degree in any business related field</li><li>• Age limit is 21-45 years</li><li>• At least one year of experience in Administration and Logistics field</li><li>• Skill in procurement, financial and stock documentation</li><li>• Basic computer skill (MS word, excel, email, internet)</li><li>• Candidates must have a valid two-wheeler driving license</li></ul>	<b>Caritas Nepal, Regional Office, Damak</b>

	<ul style="list-style-type: none"> <li>• Good Nepali and English speaking and writing skills</li> <li>• Proper maintenance of office files and documentation</li> </ul>	
<b>Social Mobilizer– 2Positions</b>	<ul style="list-style-type: none"> <li>• Minimum Academic Qualification: +2 level completed</li> <li>• At least one year of experience in community mobilization, data collection.</li> <li>• Should be a permanent resident of Respective Rural Municipality</li> <li>• Should be a returnee migrant</li> <li>• Age Limit: 21-45 years</li> <li>• Good Nepali speaking and writing skills</li> <li>• Basic Computer knowledge including email/internet with TAB handling skills</li> <li>• Candidates must have a valid two-wheeler driving license</li> <li>• Communication skill in local languages will be an advantage</li> <li>• Technical qualification, knowledge and experience on agriculture and livestock filed will be an asset.</li> </ul>	<p><b>One in Jhapa Rural Municipality , Jhapa</b></p> <p><b>&amp;</b></p> <p><b>One in Miklajung Rural Municipality , Morang</b></p>
<b>Returnee Volunteers-7 positions</b>	<ul style="list-style-type: none"> <li>• Minimum Academic Qualification: SLC/SEE passed</li> <li>• Age: 18-40 years</li> <li>• Should be a returnee migrant</li> <li>• Should be local resident from specific ward</li> <li>• Good Nepali speaking and writing skills</li> <li>• Basic communication skill in local languages</li> <li>• Basic Computer skills with email, internet and data entry.</li> <li>• Experience in data collection, relief, recovery, livelihood and safe migration &amp; community outreach will be an asset.</li> <li>• Candidates having a valid two-wheeler driving license will be an asset.</li> <li>• Technical knowledge and experience on agriculture and livestock filed will be an asset.</li> </ul>	<p><b>One each from ward number 2,3,6 &amp; 7 of Jhapa Rural Municipality , Jhapa</b></p> <p><b>&amp;</b></p> <p><b>One each from ward number 6,7 &amp; 9 of Miklajung Rural Municipality , Morang</b></p>

## **JOB DESCRIPTION**

### **Senior Social Mobilizer**

- Regular visit in the project area for coordination with local government, and supervision & guidance to the field team
- Build up good rapport with local government and other local stakeholders in the field to implement the planned activities
- Assist supervisor and management team for the planning and execution of project activities
- Organise planned meetings with local government and other stakeholders in the field
- Assist project team for community level procurement process
- Take lead on formation of migrant network group and mobilization through different activities
- Regular Monitoring of community level activities and provide report to the supervisor
- Assist project team for the selection of beneficiaries for various activities including support and advocacy
- To submit the regular report on event, monthly, quarterly, trimester basis as per requirement to the supervisor.
- Maintain and take care of Caritas assets in the field and provide timely asset report to the supervisor
- Represent Caritas Nepal (CN) in the field and provide inputs in various meetings in consultation with supervisor
- Actively participate in any event organised by Caritas within or outside project location
- Maintain organisational confidentiality and do not share or use the data and information of beneficiaries with third party without consent of CN
- Prepare a file of special cases of migrant or/and trafficking survivors and find out proper referral mechanism if needed
- Check and verify time sheet of sub-ordinates in the field and report to supervisor on monthly basis or as and when asked.
- Inform to the supervisor if any problems/challenges occur while working in the project location or office.

### **Administrative/Logistics Assistant**

- Prepare requisition, Purchase Order, Goods Received Notes and collection of bills
- Visit Bank to Deposit cheque & withdrawal
- Maintain Vehicle log book, inventory book and stock book
- Prepare meeting minute for procurement committee & staffs meeting
- Prepare contract paper for agreement with Government agencies, local committees, supplier, resource person
- Coordinate with project related visitor manage accommodation & local travel
- Letter dispatching, receiving, filing and recording
- Logistics arrangement to conduct training, workshop and orientation programs (i.e. booking hotels, manage training materials etc.).
- Follow the procurement process as mentioned in the guideline.

- Keeping the up to date records of employee as attendance, leave taken, time sheet
- Ensure proper use and maintenance of physical assets and office including vehicles, equipment, furniture and office building as necessary.

### **Social Mobilizer**

- Be the focal person of Safe Migration and Anti-Human Trafficking Help Desk set up at Rural Municipality Level
- Provide relevant support, counselling, and basic information regarding safe migration and anti-human trafficking to the visitors
- Maintain proper database of visitors in the centre with specific cases/support and report to the supervisor in case of special support needed
- Maintain day to day communication and liaising with local government authority
- Assist project team for the selection of beneficiaries for various activities including support and advocacy
- Keep track of daily movement of volunteers and provide needed support in consultation with supervisor
- Ensure field level planning and coordination to organise wide variety of activities in consultation with Supervisor and peers
- To communicate and orient the community about the project objectives
- To coordinate the local stakeholders such as ward chairperson and members, ward secretariat, Youth Representatives, and other related stakeholder/committees at ward and community level in coordination with supervisor and peers
- To collect and prepare the data as required for the project.
- To submit the regular report on event, monthly, quarterly, trimester basis as per requirement to the supervisor.
- Responsible to handle feedbacks and complains in VDC level (feedback log-in and processing).

### **Returnee Volunteer**

- Regular household visit in the project location to disseminate messages/ information on safe migration and trafficking in persons and collect household level data in the given template.
- Assist project team to liaise and network with ward level authorities, schools, youth clubs, child clubs, women groups, and members of the community etc.
- Assist project team for the selection of project beneficiaries for training, workshops and livelihood support and any other assistance
- Assist project team for community level procurement process, group formation and mobilization
- Submit field visit update, data and other relevant information to the supervisor.
- Assist project team to organise field level activities and maintain proper documentation of the event.
- Inform Caritas Nepal or project focal person/ social mobilizer if any problems/challenges occur while working in the project location or office.
- Maintain confidentiality and do not share the available data and information to the third party without prior approval of Caritas Nepal.
- Take care of office equipment such as camera, laptop, computer, tablets etc.
- Apart from above-mentioned duties, returnee volunteers are expected to perform any other official assignments as per the instruction of his/hersupervisor.

***Caritas Nepal promotes its principles, strategies, policies, and procedures on Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation, and Abuse), and Safety & Security, and all applicants must adhere to Caritas Nepal's key policies and procedures.***

**Please note:** The Final recruitment of the positions is subject to the approval of the project. Positions are field-based and requires daily travel to villages / rural areas with minimum facilities. Only those willing to travel and committed to serving the communities in rural settings need to apply. Caritas is an equal opportunity employer and encourages women/members of marginalized communities / disadvantaged groups to apply.

**How to apply?** Interested applicants can send their application with detailed Curriculum Vitae (CV), academic certificates and relevant experience documents to [vacancy@caritas.org.np](mailto:vacancy@caritas.org.np) OR drop in Caritas Nepal Regional Office, Damak, Jhapa. Name of position and applied location should mention on the application. The application should include the Volunteer application form. Please click the link below for the Volunteer Application form:

<https://bit.ly/VOL-PAL>

**Application deadline:** 12<sup>th</sup> September 2022

Only shortlisted candidates will be contacted for an online Interview. Telephonic inquiries will not be entertained. The decision of Caritas Nepal will be final. Caritas Nepal has the right to cancel this vacancy at any time.