

Mennonite Central Committee (MCC) Nepal is a nonprofit organization established in 1920 that seeks to compassionately serve vulnerable people globally through relief, development, and peacebuilding. Headquartered in the United States and Canada, MCC currently works in more than 50 countries with over 500 local partners. MCC has supported development efforts in Nepal since 1956 and was officially registered with Social Welfare Council as an INGO in 2009. MCC Nepal builds the capacity of local implementing partners to improve food security, livelihoods, and community health including psychosocial health, hygiene, and education opportunity among highly marginalized communities.

Number of Vacancies – 2

1. Job Title: Program Officer

Location: MCC Office in Lalitpur, 40-50% travel to working areas

Position Summary: The Program Officer will work closely with the MCC Nepal program team, Admin-Finance team, and Country Representative to accompany partner organizations in project planning, monitoring, and evaluation of MCC-funded projects. This Program Officer position supports the work of MCC Nepal Program Coordinators and may also provide small support to the Finance and Administration team.

Qualifications:

1. Commitment to MCC Nepal's values
2. Three+ years of experience in related work in the area of Program Monitoring, Evaluation, and Reporting (PMER) or Monitoring, Evaluation, Accountability, and Learning (MEAL)
3. Experience working within the INGO environment preferred.
4. Experience working in rural areas of Nepal.
5. Bachelor's degree in Community Development, Public Health, Sociology or related field or comparable experience

Required Skills, Knowledge, and Competencies:

1. Demonstrated ability to build relationships with a wide variety of people from diverse socio-economic, cultural, and religious backgrounds.
2. Strong written and oral communication skills in English and Nepali
3. Demonstrated competence in project design, outcome-oriented planning, monitoring, and evaluation.
4. Demonstrated competence in qualitative and quantitative research methods.
5. Demonstrated competence to follow project budgets.
6. Self-motivated, able to work alone to deadlines, and know when to seek help.
7. Willingness and ability to frequently travel to remote project areas, including by walking.
8. Working knowledge of Microsoft Office programs including Word and Excel

Full Job Description for Program Officer - attached.

2. Job Title: Finance, Compliance, and Operation Coordinator (FCO, Coordinator)

Location: MCC Office in Lalitpur

Position Summary:

The Coordinator is responsible for overseeing MCC Nepal's financial, human resource management and compliance with Nepali government, MCC headquarters, and donor requirements in collaboration with the Country Representative. This position will support and coach MCCN's NGO Partners and ensure all NGO Partners adhere to required compliance, including payment and disbursements; procurement review; monitoring, and reporting as per required templates, with visits to the field/Project locations. The Coordinator will ensure stewardship, accountability, and transparency in the organization through active resourcing and empowerment of NGOs.

Qualifications:

1. Master's degree in accounting, human resources or Business Administration, leadership, or any other relevant field of study with a preference for CA and ACCA.
2. Minimum 7 years of experience working in the international development sector.
3. Minimum 5 years of experience in INGO financial management, compliance, and leadership role. Extensive knowledge of accounting standards, principles, and audit/internal controls.

Required Skills, Knowledge & Competencies:

1. Strong commitment to MCC values, including transparency, integrity, and building partners' capacity toward effective financial and organizational management.
2. Detailed knowledge of the Government of Nepal's accounting requirements for INGOs, labor law, and other relevant policies for INGO operations in Nepal.
3. Experience and strong skills in financial management, personnel management, and PNGO's capacity building
4. Advanced computer skills, particularly Microsoft Excel and financial accounting software.
5. Excellent communication skills in English and Nepali, including the ability to convey requirements to the MCC team and partners, and develop presentations, reports, and plans.
6. Ability to manage interpersonal relations and work effectively with others, to establish and maintain good working relations in a multicultural, multi-ethnic environment while showing sensitivity and respect for diversity.
7. Self-motivated, able to meet deadlines, and knows when to seek help.

Full Job Description for FCO - Attached.

How to Apply:

MCC Nepal is committed to diversity and inclusion within the workforce and encourages candidates of diverse backgrounds, women, and people with disabilities to apply. Interested, qualified, and competent candidates are requested to send an updated Curriculum Vitae (CV) with Cover Letter by 22nd August 2023 before 05:00 PM to nepalinfo@mcc.org. Applications missing any of the documents (CV or Cover Letter)

are subject to automatic rejection. Only short-listed candidates will be called for the subsequent selection procedures.

For more information about Mennonite Central Committee Nepal, please visit www.mccnepal.org

MCC Nepal reserves all rights to qualify/disqualify applications.