

Traineeship/Trainee

Job posted on 21 Mar, 2024 Apply before 07 Apr, 2024
Pro Public

DETAILS / REQUIREMENTS:

Career Opportunities at Pro Public

Forum for Protection of Public Interest (Pro Public) is seeking a self-motivated, proactive, and qualified candidates for its Civil Peace Service Program (CPSP) - Strengthening and Promoting Culture of Peace (SPCP) project. The program is working on various aspects of peace-building and conflict transformation in Nepal.

1. Position: Traineeship – 1

Qualification: Completed Bachelor's degree on relevant social science discipline with at least one year of experience on project management/research or Master's degree in Conflict, Peace and Development Studies, Social work, International Relations, Political Science, Sociology, Anthropology or any social science discipline with no prior experience.

Key competencies required:

- Working knowledge on the computer (word, excel, PowerPoint, email, internet, etc.);
- Keen interest in project management and knowledge on report writing
- Understanding of or interest in documenting project learning such as case studies, success Stories and lessons learnt and so forth;
- Good in both English and Nepali with Nepali typing skills (Preeti) or willingness to learn Nepali typing at the beginning of the traineeship;
- Working knowledge of Statistical Package for Social Sciences (SPSS) will be of added value
- English to Nepali and vice versa translation and transcription ability;
- Keen learning attitude, reliability, and sense of responsibility;
- Good team player and communication skills;
- Knowledge about project management and event management will be of added value;
- Trainee bringing their own laptop is preferable (*basic skills in designing and video editing will be an added value*).

Duration: Nine months (April 15 2024 to January 15 2025)

Remuneration and Benefits: NRs. 15,000.00 per month.

2. Position: Trainee- 1 (Buddhabhumi Municipality, Kapilvastu district)

Qualification: Minimum +2 in any discipline, If Bachelor's degree with some prior experiences of working with local government will be of added value.

Key Competencies Required:

- Support CPS Project team in project annual activities implementation with ensuring the Municipality level coordination and also with the ward level;
- Facilitate the organizing of events and meetings at ward/municipality level and disseminate information about CPS program;
- Assist in formation of dialogue groups and supervise the activities of community dialogue program;
- Assist Project team in field visit and event conduction including logistics and planning;
- Regularly follow-up the implementation progress of project activities;
- Coordinate with municipality regarding the mediation progress through Local Judicial Committee;
- Prepare the field progress data/report regularly update the project team as required;
- Coordinate for the mass events of theatre performance, along with necessary arrangements for program;
- Liable for the field level activities and represent organization on ward level, municipal level and district level events;

Duration: Eleven months (April 2024 to February 2025)

Remuneration and Benefits: NRs. 8,500.00 per month.

Process of Application: Qualified and interested candidates are requested to submit their recently updated CV, two references, academic certificates, evidence of experiences (if any) with an application letter expressing your interest and motivation to apply for the position and possible starting date by post or email "with the title of applied post" to the following address by no later than 7th April 2024. Pro Public encourages candidates of diverse backgrounds, women and differently-abled to apply. Only shortlisted candidates will be contacted for the selection process. Telephone inquiries will not be entertained.

Note: *In case of Field Trainee, Cover letter and evidence of experience isn't mandatory.*



The Executive Director

Forum for Protection of Public Interest (Pro Public)

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The vacancy was posted on

[Vacancy for Traineeship/Trainee](#)