

Vacancy Announcement

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Sustainable Approach on Natural Resource Management & Gender Awareness for Micro Enterprise (SANGAM) is Non-Governmental Organization registered in Myagdi District in 2005. SANGAM is working in the field of Micro Enterprise, Good Governance, Poverty alleviation, and other sectors.

Sustainable Approach on Natural Resource Management & Gender Awareness for Micro Enterprise (SANGAM) is currently accepting applications for the following positions to support Community Development Project, Good Neighbors International (GNI) Nepal Funded Project to improve the lives of poor people, especially children through education & income generating activities in Myagdi district. For this project, we are seeking result oriented candidates as following:

1. Admin and Finance Officer (AFO) – 1 (One)

Key Responsibilities: Overall responsible for implementation and supervision of administration and financial system. Manage the administrative function and established internal administrative systems and controls. Strong documentation maintaining files folders and the administrative data management in both hard and soft version.

Preferred Qualifications and Experience: Minimum Bachelors' Degree in management or any related subjects. Minimum three years of work experience in relevant field. Proficient skills on ms word, spreadsheets, power point, email and internet. Proven experience in logistic and administrative management.

Interested candidates are encouraged to apply with their current CV and cover letter to the email address sangammyagdi2063@gmail.com within 25th Jan 2018. Please indicate the position title while applying for on the subject of your cover letter.

Only shortlisted candidates will be contacted. Telephone enquiries shall not be entertained.

We encourage women and candidates from ethnic and marginalized communities to apply. Those who have more experience in community development projects are highly appreciable.