

Position: Trainee (1)

Duration: One year (possible engagement in projects during or after tenure)

Location: Kathmandu subject

Education/Professional Qualifications and Skills:

- Completion of a Bachelor's Degree in social science or similar discipline; or final year student;
- Willingness to support in the regular office activities; events (meetings, workshops, interactions, training, etc.) coordination, drafting letters, minutes, communication; documentation and so forth;
- Willingness to support/prepare/learn the project proposals for exploring the resources and opportunities;
- Coping skills to work with a diverse team and managing the responsibilities even on short notice;
- Fluent in Nepali and English, both spoken and written;
- Proficiency in computer use i.e. Microsoft Word, Excel, PowerPoint, email/internet, Google Drive, Nepali Typing (Preeti) etc.;
- Priority will be given to a candidate who has a motorbike license.

Detail Job Description can be downloaded from the following link:

JD Link: https://drive.google.com/uc?export=download&id=1cS00Rk_2LQ-YlkZlhToWTpOOIMHbzy0_

Information Form Excel

Link: <https://drive.google.com/uc?export=download&id=1TuxoxoW9kPAWiwr9alfiyQtMDRO3mQ0V>

Qualified and interested Nepali citizens externally and internally are requested to send a complete application including CV, two referees, auto size photograph, possible starting date, academic and professional certificates to the email address propublic.vacancy2024@gmail.com by no later than October 28, 2024 at 5 pm. Women, Dalit, Janajati and Madheshi candidates are strongly encouraged to apply.

The Terms of References (ToRs) for the position is also available on website: www.propublic.org. Only shortlisted candidates will be contacted for a written test and interview. Telephone enquiries will not be entertained.

TOR OF VOLUNTEER/TRAINEE

Organizational Background:

Forum for Protection of Public Interest (Pro Public), a non-profit, non-governmental organization dedicated to the cause of public interest, was founded in 1991 by a consortium of lawyers, journalists, economists, engineers, consumers and women's rights activists.

Job Description:

Under the direct supervision and guidance of the Executive Director (ED) and Program/Admin Manager (P/AM) of Pro Public, the **Volunteer/Trainee** is required to:

- Support to the ED and P/AM in day to day operation of the day-to-day operation of the organization;
- Draft the minutes of the different meetings to be held within the organization;
- Draft reports of different events to be organized on behalf of the organization;
- Support to the ED and P/AM in updating the website and Facebook of Pro Public;
- Support the Thematic Team Leaders in regular meetings and events to be organized/facilitated from time to time, particularly in coordination, reporting, and documentation;
- Support P/AM to contact Judicial Committee for organizing trainings;
- Attend meetings and programs as and when required;
- Support the ED and team in developing of the project proposal, organizing the events; documentation, and coordination as required;
- Provide support to the team in coordination with the Local government to strengthen access to justice.
- Undertake other relevant activities as suggested by ED, P/AM and team leaders.