



Opportunity Village Nepal – OVN Vacancy Announcement

Date: 2nd December , 2024

Opportunity Village Nepal (OVN) advocates for the rights of women and children and for their economic and social justice. The focus of its programs continues to be on the abolition of child labor, prevention of human trafficking, promotion of girl child education and empowerment of women through vocational skills. *OVN invites applications for the following positions:*

Positions	Locations	Qualification	Key Responsibilities (but not limited hereby)
Vocational Training Mobiliser (1 Female only)- Residential	Pokhara, Hemja	<ul style="list-style-type: none"> • Bachelor’s degree in social work, Business Administration, or related field (preferred). • Proven experience in community outreach, candidate enrolment roles • Strong communication, interpersonal, and networking skills. • Ability to work effectively with diverse populations and communities. • Knowledge of vocational training programs, adult education principles, and workforce development trends. • Excellent organizational skills and attention to detail. • Proficiency in Microsoft Office and data management software. • Possess Driving license. • 	<ul style="list-style-type: none"> • Setting up the Vocational Training Center and Residential area • Oversee all the administrative works related to the training center. • Coordinate with contractor and consultant for the setting up the training center. • Support to register the vocational school in the Council for Technical Education and Vocational Training (CTEVT) • Identify target communities for vocational training programs. • Screen and assess individuals for their suitability and interest in vocational training programs. The age group of the potential candidates is between 18 to 35 • Provide mentorship, training, and resources to aspiring entrepreneurs, including business planning, financial management, and marketing strategies. • Coordinate with stakeholders NGO /GOs to align training programs with local industry needs and employment opportunities. •

Safe/ home In-charge (1)	Kathmandu)	<ul style="list-style-type: none"> • Bachelor's with minimum 1 years' experience in social work OR +2 with at least 2 years' experience in counselling/social work. • Prior working experience of direct service provision with vulnerable and or exploited children youth, particularly those who have been victimized by commercial sexual exploitation. • Knowledge of child and youth participation methodologies and experience of coordinating youth activities. • Experience of working in safe home is highly desirable. • Efficiency in using word, excel, PPT together with other MS packages and internet. • Fluency in written and spoken English and Nepali. • Experience providing written reports and documentation of project activities. 	<ul style="list-style-type: none"> • Ensure effective operation and management of safe home • Take responsibility for the safety and well-being of all of the youths, and even children, participating as beneficiaries in the project and are under the care and protection of the organization and staying at the residential home. • Assure logistical arrangements are in order so as not to compromise any aspect of the project experience for children and youth involved. • Lead to conduct capacity building activities and various creative activities. • Build harmonious and constructive relation between beneficiaries, their family and stakeholders and community people including women, children and youth by observing group dynamics and facilitate accordingly. • Ensure that the personnel files are properly maintained and kept confidential • Ensure optimal psychosocial support to women and children in safe home and develop the knowledge-base and technical expertise in the care and protection of women and children. • Supervise, monitor, and evaluate beneficiaries' progress for their positive development.
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Interested candidates are requested to send an application (**including salary expectation**) and curriculum vitae with a **subject specifying the position applied** at recruitment@ovnnepal.org by 8th Decemebr, **2024**

Child Protection and Safeguarding: OVN recognizes that it has the responsibility to respect and promote gender equality as well as the safety and protection of all children. OVN has a ZERO-tolerance policy regarding child abuse. **OVN is an equal opportunity employer that considers applicants for this position regardless of race, color, religion, creed, gender, age, disability, or marital status.**