



## **Alliance for Social Dialogue (ASD)**

### **POSITION AVAILABLE**

### **PROGRAM ASSISTANT- Kathmandu based**

Alliance for Social Dialogue (ASD) is seeking applications from Nepali nationals for the position of Program Assistant.

ASD is a value driven organization. The organizational values are *Respect, Trust and Integrity*.

ASD works to build vibrant and tolerant societies whose government is accountable and open to criticism, whose laws and policies are open to debate and correction, and whose political institutions are open to the participation of all people.

#### **Purpose of position**

The Program Assistant serves as the assistant to the program unit within ASD that includes the program officers and logistical and administrative assistance to the wider office, when necessary. The Program Assistant liaises with all staff, requiring professional discretion and a solution-oriented and friendly approach at all times.

#### **Reporting**

The Program Assistant reports to the Executive Director of ASD but works closely with Program Officers.

#### **Key Duties and Responsibilities include**

- Providing advanced administrative support for grant making activities and/or other program functions by performing operational work that helps achieve a specific program's goals/plans. Includes managing most issues independently, identifying new administrative/operational needs and developing/implementing solutions;
- Grants Management: Assist program officers to finalize potential grant applications into ASD format for approval; input and track grant reports; develop information depository on grantees; manage and update database on grantees; respond to unsolicited funding requests and send out grant decline emails;
- Assist Program Officers to identify and assess potential grantees, finalize grant applications, and input and track grant reports;
- Provide logistic support to assigned program staff: Schedule meeting requests; photocopy, fax and answer e-mail and phone inquiries; handle travel arrangements; take minutes for meetings; draft correspondence; organize conference calls;
- Assist in preparation of meetings, conferences and seminars;
- Process bills, monthly credit card reports, and reimbursement requests;

- Prepare consultancy contracts, process consultants' expense reports, and coordinate consultants' travel needs;
- In collaboration with respective program officers: Conduct occasional research and writing assignments; develop information depository on grantees and servicing grantees information; manage and respond to unsolicited funding requests;
- Travel as necessary to site visits with grantees and meetings as necessary;
- Cover for administrative assistant when necessary;
- Integrate ASD and APRO's organizational values into the performance of duties and tasks on a daily basis and participate in activities designed to uphold the values and foster healthy inter-office communication.

### **Required Skills and Experience**

- Bachelor's degree and several years' relevant experience and/or training; or equivalent combination of education and experience;
- Office management and assistant level experience required;
- Basic financial and expertise and budgeting background helpful;
- Excellent Nepali and English written and verbal, as well as organizational, analytical and interpersonal skills;
- Excellent computer skills, advanced Word, Excel, PowerPoint, and Outlook skills;
- Excellent listening and communication skills with sensitivity to cultural communication differences;
- Show discretion and ability to handle confidential issues;
- High level of self-motivation and at ease working independently when necessary;
- Poised and works well under pressure;
- Attentive to detail and prioritizes often simultaneously on a wide range of tasks and projects;
- Flexibility and willingness to work simultaneously on a wide range of tasks and projects and ability to prioritize tasks;
- Exceptional ability to manage upwards;
- Pleasant, diplomatic manner and disposition in interacting with senior management, co-workers and the general public.

**Start date:** Immediately

**Compensation:** Salary commensurate with qualifications and experience.

### **To Apply:**

Please email resume including two referee and cover letter before 10<sup>th</sup> August 2016 to [asd@asd.org.np](mailto:asd@asd.org.np). Please include the job title you are applying for in the subject line.

**Phone calls will not be entertained.  
ASD is an Equal Opportunity Employer.**