



कर्मचारी आवश्यकता सम्बन्धी सूचना

(प्रकाशित मिति: २०८२/०६/२७)



राष्ट्रिय मानव अधिकार आयोग र युरोपियन युनियनको नेपालस्थित कार्यालय बिच सम्पन्न परियोजना सम्बन्धी सम्झौताबमोजिम राष्ट्रिय मानव अधिकार आयोगबाट सञ्चालन गरिने **Enhancing Capacity and Contribution of the National Human Rights Commission of Nepal (ECNHRC)-2** को लागि देहायबमोजिमका पदहरू परियोजनाका लागि करारद्वारा पूर्ति गर्नुपर्ने भएकाले इच्छुक र योग्य उम्मेदवारहरूबाट दरखास्त आव्हान गरिन्छ ।

क्र. सं.	पद र संख्या	शैक्षिक योग्यता
१	परियोजना अधिकृत-१	मान्यता प्राप्त शिक्षण संस्थाबाट कुनै पनि विषयमा स्नातक तह वा सो सरह उत्तीर्ण, अनुभवीलाई ग्राह्यता
२	प्रशासन-लेखा सहायक-१	मान्यता प्राप्त शिक्षण संस्थाबाट व्यवस्थापन विषयमा प्रवितणता प्रमाण पत्र तह वा सो सरह उत्तीर्ण, अनुभवीलाई ग्राह्यता

अन्य जानकारी:

१. दरखास्त फारमका साथ नेपाली नागरिकताको प्रमाण-पत्रको प्रमाणित प्रतिलिपि, शैक्षिक योग्यताको प्रमाण-पत्रको प्रमाणित प्रतिलिपि, व्यक्तिगत विवरण (Bio-Data) र परियोजना तर्जुमा, कार्यान्वयन, सञ्चालन, अनुगमन मूल्याङ्कन, रिपोर्टिङ, आर्थिक व्यवस्थापन लगायतका विषय समेटी १००० देखि १५०० शब्दको अवधारणापत्र पेश गर्नु पर्नेछ ।
 २. छनौटको आधार अवधारणापत्र, लिखित परीक्षा, प्रस्तुतीकरण र अन्तरर्वाता हुनेछ ।
 ३. सीमान्तकृत समुदायलाई प्राथमिकता दिइनेछ ।
 ४. छोटो सूची (Short List) मा परेका उम्मेदवारहरूलाई मात्र लिखित परीक्षा, प्रस्तुतीकरण र अन्तरर्वातामा समावेश गराइनेछ ।
 ५. सेवा सुविधा परियोजना सम्झौतामा उल्लेख भए अनुसार हुनेछ ।
 ६. करार एक वर्षको हुनेछ । कार्य सम्पादन मूल्याङ्कनको आधारमा नवीकरण गर्न सकिनेछ ।
- विस्तृत विवरण https://nhrcnepal.org/career_notice/career_announcements मा प्राप्त गर्न सकिनेछ । दरखास्त फारम आयोगको केन्द्रीय कार्यालय, पुल्चोक, ललितपुरमा वा इमेल: ecnhrc2@nhrcnepal.org मार्फत पनि दिन सकिनेछ ।
- दरखास्त दिने अन्तिम मिति यो सूचना प्रकाशित भएको मितिले **२१ दिन** रहनेछ ।

राष्ट्रिय मानव अधिकार आयोग

केन्द्रीय कार्यालय, पुल्चोक, ललितपुर । फोन: ५०१००१५ Ext. १११, १५७ र २०२

आवेदन दर्ता नं.

मिति:-



राष्ट्रिय मानव अधिकार आयोग

हरिहरभवन, पूल्चोक, ललितपुर



आवेदन फाराम

आवेदकको फोटो

(गमले नै टाँस्ने)

१. आवेदन गरेको पद:-

२. उम्मेदवारको नाम:-

बाबुको नाम:-

बाजेको नाम:-

आमाको नाम:-

हजुरआमाको नाम:-

३. उम्मेदवारको जन्म मिति:-

४. ठेगाना:-

(क) स्थायी:-

(ख) अस्थायी:-

सम्पर्क टेलिफोन नं.:-

इमेल:-

५. शैक्षिक योग्यता:-

तह	अध्ययन गरेको संस्था	अध्ययन गरेको वर्ष	उत्तीर्ण प्रतिशत	अध्ययन गरेका विषयहरू

६. अनुभव:-

काम गरेको पद	संस्था	काम गरेको अवधि	सम्पादन गरेको मुख्य मुख्य कामहरू

७. तालीम:-

तालीमको विषय	संचालन गर्ने संस्थाको नाम	तालीमको अवधि	तालीम लिएको वर्ष

नोट :- हालसालैको सेवासँग सम्बन्धित अनुभव तथा तालीम मात्र उल्लेख गर्ने ।

८. विशेष दक्षता:-

(क) कम्प्यूटर सम्बन्धी दक्षता:-

(ख) चालक अनुमति पत्र:- मोटरसाइकल गाडी

९. आफूले चिनेको प्रतिष्ठित व्यक्ति:-

सि.नं.	नाम	ठेगाना	टेलिफोन	इमेल
१.				
२.				

(यसमा एकजना पहिले वा अहिले काम गरेको संस्थामा आफ्नो सुपरीवेक्षक रहेको व्यक्तिको नाम उल्लेख हुनुपर्ने छ ।)

ल्याप्चे

उम्मेदवारको सही:-

मिति:-



दायाँ



बायाँ

.....
स्वीकृत गर्ने अधिकृत



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हरिहरभवन, पूल्चोक, ललितपुर
परीक्षा प्रवेश-पत्र



आवेदन दर्ता नं:-

पद:-

उम्मेदवारको नाम थर:-

ठेगाना:-

परीक्षा केन्द्र:-

परीक्षा मिति:-

परीक्षार्थीको पूरा दस्तखत:-

प्रवेश पत्र प्रदान गर्ने अधिकृत:-

आवेदकको फोटो
(गमले नै टाँस्ने)



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हरिहरभवन, पुल्चोक, ललितपुर Harihar Bhawan, Pulchowk, Lalitpur, Nepal



Job Description

Title of Post:	Project Officer
Duty Station:	NHRC HQ or as per the Commission requirements
Nature of Service:	Service contract for project period
Line Manager:	Joint Secretary, NHRC

The National Human Rights Commission (NHRC) was established in 2057 under Human Rights Commission Act, 2053 as an independent and autonomous national level human rights institution. It was further elevated as a constitutional body by the Interim Constitution of Nepal of 2063. The Present Constitution of Nepal of 2072 also has the provision of NHRC in Part 25 of the Constitution. NHRC has the primary responsibility to protect and promote human rights countrywide.

Protection and promotion of human rights are the two major functions of the National Human Rights Commission (NHRC). To effectively carry out these functions the NHRC is implementing **“Enhancing the Capacity and Contribution of the National Human Rights Commission of Nepal (ECNHRC)-2” project funded by European Union** to contribute to ensuring protection and promotion of human rights through the enhanced effectiveness of NHRC. This post is created to assist to the Commission in ensuring proper planning, implementation and monitoring of the project to achieve the project goals.

S/he reports to the Secretary, NHRC.

The responsibilities are as follows:

1. Prepare annual, quarterly, monthly plan of the project.
2. Initiate implementation of the project activities.
3. Regular monitoring of the project activities.
4. Prepare necessary reports for the donor purpose.
5. Be familiar with the Constitutional Provision of NHRC, NHRC Act, Strategic Plan, and project work plan,
6. Keep track of project work plan on a daily basis and draw attention of parties responsible to carry out the tasks in order to complete the tasks as scheduled.
7. Assist the Line Manager to review/update/prepare work plans and consolidate project implementation plan for all the regions. This includes assisting the Line Manager in ensuring proper implementation of policies and procedures of project activities.



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8. Collaborate with various Departments/Divisions/Provincial Offices/Provincial Branch Offices of NHRC to ensure timely delivery of backstopping services necessary for effective implementation of the project activities.
9. Recommend appropriate actions on project matters to the Line Manager and propose necessary policies for attainment of project objectives.
10. Assist the Line Manager in assessing the adequacy of budget, and other administrative and technical requirements and take the necessary steps as advised by the Line Manager for the fulfilment of the needs.
11. Ensure that the project resources are being used in a cost-effective and proper manner.
12. Keep track of budget and expenditure to ensure financial transactions of the project are within the approved allocation and in accordance with rules and regulations of NHRC and/or Project. It includes, working with the Administration Division, Financial Management Division and other concerned Departments, Divisions, Provincial and Provincial branch offices to ensure adherence to the controls, systems, and procedures of NHRC.
13. Prepare necessary correspondence in Nepali and English on project matters.
14. Follow-up with the field offices for timely submission of progress reports.
15. Drafting concise and effective central level reports to be submitted to NHRC, the Donor in line with program vs. Proposal and Budget against expenditure.
16. Assist the Line Manager in the following tasks:
 - a. closely monitoring the work of the project activities,
 - b. removing operational bottlenecks,
 - c. suggesting new systems or improvising the existing ones to effective implementation of the project activities,
 - d. arranging periodic review of work progress,

In addition to the above, the incumbent will be required to carry out any other NHRC's work related duties as required by the Line Manager and Secretary of NHRC.

Qualifications Required:

Academic Background:	Bachelor Degree from a recognized academic institution.
Language Skills:	Excellent command of spoken and written Nepali and English.
Other Essential Attributes:	High degree of integrity and initiative, commitment towards completing assignments efficiently, and attention to detail. Hard working and able to write quality progress reports. Be an initiator, motivator, able to work independently as well as a cooperatively with a diverse range of people, highly proficient in Word, Excel, PowerPoint, Internet and e-mail use.

Remuneration will be provided as per the allocation in the Budget sheet of Project document



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Job Description

Title of Post:	Admin and Account Assistant
Duty Station:	NHRC HQ or as per the Commission's requirement
Nature of Service:	Service contract for project period
Line Manager:	Project Officer, ECNHRC-2 Project

The National Human Rights Commission (NHRC) was established in 2057 under Human Rights Commission Act, 2053 as an independent and autonomous national level human rights institution. It was further elevated as a constitutional body by the Interim Constitution of Nepal of 2063. The Present Constitution of Nepal of 2072 also has the provision of NHRC in Part 25 of the Constitution. It has the primary responsibility to protect and promote human rights countrywide.

The post of Admin and Account Assistant is created to assist **"Enhancing the Capacity and Contribution of the National Human Rights Commission of Nepal (ECNHRC)-2"** funded by **European Union** in ensuring effective management of the project activities through proper adherence to the financial and administrative rules and procedures. The incumbent is required to be an initiator, communicator, proactive, team player, good learner and willing to travel to field on official duties.

The incumbent is expected to demonstrate highest level of professional integrity and ability to enforce and adhere to the existing rules and regulations.

Responsibilities:

Under the supervision of the Project Officer the incumbent will carry out the following duties:

1. Prepare vouchers and cheques for approval by the authorized officials.
2. Maintain bank book and assist in bank reconciliation task.
3. Ledger posting.
4. Inform the Administration Section to advise vendors to collect the payment.
5. Check financial claims to ensure that they are in order and that required supporting documents are available, and accurate.
6. Prepare income and expenditure statement of the project.
7. Assist to Project Officer in development and updating of annual and periodic budget of the project.
8. Assist in preparation of annual and periodic work plan of the project.



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9. Assist in monitoring of expenses against the approved Annual Budget and in maintaining a budgetary control procedure for expenditures occurred specifically under the **Enhancing the Capacity of National Human Rights Commission Project (ECNHRC)-2**
10. Assist in preparation of periodic financial statement to concern departments, divisions and the donor in line with budget against expenditure.
11. Ensure security of financial records and custody of paid vouchers, cashbooks, and counterfoils of check books, checks, and bank statements and bank reconciliation.
12. Process the claims promptly to ensure payments are disbursed promptly in accordance with the guidelines, and follow up on cash advances for prompt settlement by the staff and other parties.
13. Assist in GoN sanctioned audit or audits of donors, and in following up on audit comments and irregularities for resolution.
14. Work in coordination with the Financial Administration Division regarding the necessary financial rules and operation

In addition to the above, the incumbent will be required to carry out any other work related duties as required by the Line Manager.

The incumbent should be ready to show flexibility to work beyond official working hours/days.

Qualifications Required:

- Education: Proficiency Certificate Level in Management majoring in accounting from a recognized academic institution.
- Language Skills: Good command of spoken and written Nepali and English.
- Other Essential Attributes: S/he should be an initiator and motivator. Ability to drive motorbike or willing to acquire the skill for official purposes. Good practical knowledge of MS Word and Excel are needed.

Remuneration will be provided as per the allocation in the Budget sheet of Project document



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***Enhancing the Capacity and Contribution of National Human Rights
Commission of Nepal Project (ECNHRC)-2***

Syllabus for the competitive examinations for the post of Project Officer

Paper	Subject	Full Marks	No. of questions and weightage	Time
Concept Paper, Academic Qualification, Experience	Project Management and Financial Management	15	1 Concept Paper	
Written	Human Rights and Management	40	Subjective answers: 2x15 = 30 1x 10 = 10 (Theoretical and problem solving questions)	1.30 hrs.
Presentation	Human Rights and Management	15	1 Presentation	
Interview		30		

1. Management Concepts and Practice

- Managerial Skills
- Leadership
- Planning
- Organizing
- Motivation
- Supervision and Controlling
- Project Management and Reporting
- Project Cycle
- Research Knowledge
- Communication and Coordination Skills
- Financial Reporting and Auditing

2. Professional Ethics and Behaviors

- Code of Conduct
- Integrity, Impartiality, Compassion, Neutrality, Objectivity, Dedication, Empathy, Tolerance, Spirituality
- Monitoring and evaluation
- Grievances handling



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3. Human Rights Mechanism

- Constitutional and legal provisions relating to human rights
- Role of NHRC on the promotion and protection of human rights
- NHRC's current strategic plan
- Monitoring and investigation of human rights issues
- Human Rights based Reporting
- International Human Rights Instruments
- UN Human Rights Mechanism

4. Human Rights in Development Context and Major Human Rights Issues

- Concept of right to development, Concept of human rights based approach to development Business and human rights,
- Human Rights Education
- Coordination with all the three tiers government of Nepal on various Human Rights issues.
- Engagement with civil society for the protection and promotion of human rights
- Empowerment of women and disadvantaged groups
- Human rights and good governance
- Trafficking in human persons
- Discrimination and unequal treatment
- Impunity
- Climate Justice
- Digital rights



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***Enhancing the Capacity and Contribution of National Human Rights
Commission of Nepal Project (ECNHRC)-2***

Syllabus for the competitive examinations for the post of **Admin and Account
Assistant**

Paper	Subject	Full Marks	No. of questions and weightage	Time
Concept Paper, Academic Qualification, Experience	Project Management and Financial Management	15	1 Concept Paper	
Written	Human Rights and Management	40	Subjective answers: 2x15 = 30 1x 10 = 10 (Theoretical and problem solving questions)	1.30 hrs.
Presentation	Human Rights and Management	15	1 Presentation	
Interview		30		

2. Management Concepts and Practice

- Managerial Skills
- Leadership
- Planning
- Organizing
- Motivation
- Supervision and Controlling
- Project Management and Reporting Skills
- Project Cycle
- Research Knowledge
- Communication and Coordination Skills

2. Professional Ethics and Behaviors

- Code of Conduct
- Integrity, Impartiality, Compassion, Neutrality, Objectivity, Dedication, Empathy, Tolerance, Spirituality
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- Grievances handling



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- Trafficking in human persons
- Discrimination and unequal treatment
- Impunity
- Climate Justice
- Digital rights

5. Government Accounting system

- Preparing vouchers, bank book and ledgers
- Knowledge about the internal and final audit
- Knowledge about Procurement process
- Knowledge on the preparation of income and expenditure statement
- Financial Reporting
- CGAS and Electronic Fund transfer
- Financial Procedures and Fiscal Accountability Act, 2076 and Rules, 2077
