RED PANDA
N E T W O R K

Position Description for

PROGRAM ASSOCIATE

(open to Nepali nationals only)

DUTY STATION: **Kathmandu with frequent travels to field sites**
NO OF POSITION REQUIRED: **1**
TYPE OF EMPLOYMENT: **Full-time employee**
SALARY: **As per the organization's rule**
DURATION OF INITIAL CONTRACT: **1 year with a possibility of extension subject to performance**

JOB SUMMARY
Under the direct supervision of the Program Manager, the Program Associate will be involved in implementing, reporting, and documenting outputs from the field activities of community-based red panda conservation program in Nepal.

DUTIES AND RESPONSIBILITIES

A. Field Program Implementation
- Provide technical support in implementing field activities and research activities.
- Support program unit in capacity building of field staff, partner NGO staff, and other stakeholders.

B. Field Program Reporting and Monitoring
- Support in developing and tracking work plans.
- Activity report, quarterly report, and annual report preparation.
- Track and report issues and challenges faced during program implementation.
- Support finance unit to keep track of the financial expenses in line with our requirements.

C. Database & Knowledge Management
- Compile and maintain database from field activities based on thematic areas.
- Prepare success stories and case studies based on field activities for media and donor engagement.

D. Field Program Development
- Collect and document required field data and information from partners for proposal development.
- Support in developing grant proposals.

E. Others
- Eco-trip management.
- Additional responsibilities will be assigned as per the requirements.

ESSENTIAL QUALIFICATIONS AND SKILLS
- A bachelor's degree in environmental science, forestry, zoology, and related field with a minimum of 1-year work experience in the similar field. Or a fresh master's degree may be accepted in lieu of the aforementioned degree and experience.
- Proficiency in using Microsoft Office packages.
- Experience with Google Workspace and project management and cloud storage platforms.
- Excellent verbal and written language skills in both English and Nepali.
- Ability to work in a team and have the teamwork spirit.

- Ability to organize and complete assignments within deadlines.
- Ability to work long hours if required.
- Good organizational and time-management skills.
- High integrity and the ability to manage confidential information.
- Capable of frequently traveling to remote locations as needed.

HOW TO APPLY?

Interested candidates are requested to send their updated CV and Cover Letter to employment@redpandanetwork.org before Friday 8 November 2024 (11:59 PM Nepal Standard Time). Only shortlisted candidates will be notified. Please clearly specify the applied position in the subject line and provide the expected salary in the job-application letter.