



IN NETWORK-NEPAL

अन्तराष्ट्रिय सहयोग सञ्जाल-नेपाल

Lalitpur Metropolitan City-18, Bhainsepati, Lalitpur

Ref. No.

Vacancy Announcement

We are pleased to inform you that, International Needs Network-Nepal, a non-government organization has the vacancy for the following posts. We are looking for highly motivated and compassionate candidates who are interested in humanitarian work and community development.

LVTC Warden - 01

Contract Type : Annual
 Report to : WEP Coordinator
 Program Location : Bhaisepati, Ward No.18, Metro city, Lalitpur.
 Working station : Lydia Vocational Training Center

Experience & Key Competencies:

- Academic qualification: minimum plus two.
- Age: 25 above and below 50 years.
- Required ethical, moral and social experiences, ability to teach, capable to discharge relevant duties entrusted to her by the organization.
- Ensuring trainees' well-being like identifying personal difficulties, have patience to listen them, be approachable and available to all, provide counseling, rapport building (trainee and other relevant services and departments), bestow equitable concern forming safe, healthy and homely environment.
- Follow center's procedure to provide assistance such as situation like medical treatment in case of need and maintain monthly health record, be attentive on health, hygiene, sanitation, security, general welfare and other essentials for the trainees.
- Able to take appropriate action to trainees in cases of misbehavior, indiscipline, irresponsible, emergency leave with prior information to line manager. Whereas shall guide the trainees to live an exemplary life living in the same manner in order to fulfill the motto of the International Needs, "transformed lives, changed communities"
- To be responsible for the assigned trainees and shall enforce discipline and the code
- of conduct as per the organization to maintain decorum and social harmony inside and outside the center periphery.
- Support trainees for disciplines, extracurricular activities, attending enhancing events, engaging them in holidays/leisure periods, keeping record of trainees visitors, and facilitating.
- Stock maintenance.
- Accountable to WEP.
- Must be able to respect confidentiality. Be empathetic and patient. Be proactive
- and have the ability to go beyond the call of duty.



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Core Responsibilities

- Ensure overall physical, social, mental, ethical and moral wellbeing of trainees that enables developing learning environment.
- To play a significant role of guardianship for their ethical and moral development.
- To be accountable towards the line manager.
- Basic computer office package skills like fluent in English and Nepali typing.

*We are an equal opportunity employer and **woman** applicants are highly encouraged to apply. Candidates meeting the above criteria are requested to email their application (cover letter, CV, No objection letter from previous employer) to hr@innepal.org with proposed position in the subject line. Only short-listed candidates will be called for further processing in the selection in the process. We reserve the right to reject any/all applications without assigning any reason whatsoever. No telephone inquiries will be entertained.*

Note: salary & benefits will be in accordance with IN Nepal's Staff policy.

Deadline for Application: **28 January 2021**

Human Resources Management Department
International Needs Network-Nepal