



## **Job opening: Project Coordinator in Nepal for IndustriALL project “*Union Building South Asia*”**

IndustriALL is implementing the project ‘UNION BUILDING IN SOUTH ASIA’ with support from Swedish donor Union to Union. The project is being implemented with our affiliates in India, Pakistan and Nepal. IndustriALL is looking to hire a coordinator for the project in Nepal, who will work under the political guidance of the IndustriALL South Asia Regional Secretary and in close collaboration with the project coordination team, the IndustriALL’s Directors and IndustriALL Geneva-based Project Officer. The project ends in December 2022.

The project coordinator will:

- Coordinate project work as needed for the project ‘UNION BUILDING IN SOUTH ASIA’, under the supervision of the regional secretary.
- Work with the Nepal industriALL affiliates on all aspects of the project, including implementation, reporting and evaluation.
- Assist the regional secretary in drawing up a detailed work plan for the Nepal work of the project, in consultation with the affiliates and the project team. Follow up with monthly, quarterly and half-year plans.
- Organise, prepare and conduct all workshops and meetings as specified in the project document, including national (joint) educational and other activities / trainings and activities with individual affiliates, as well as report on these to the Regional Secretary and the project team. This work includes preparing agendas, identifying resource persons as needed, inviting participants, logistics.
- Submit project reports to the project team as required according to agreed deadlines, including financial reports
- Work with the regional finance officer and the project team on the budget, expenditure, and financial reports, as required, and submit them as per agreed deadlines.
- Assist in translation of documents as needed.
- Assist, when needed, in the follow up activities of meetings and trainings including organising drives and collective bargaining
- Assist in writing, producing and/or distributing materials and publications for use in the project activities, and in communicating on the progress of the project including writing news articles on project or follow up activities, making videos...
- Advise the regional secretary on political and trade union situation in Nepal as needed

**Qualifications and requirements:** The project coordinator will have a good knowledge of workers' rights and trade unions in Nepal. A background in trade union education is desirable.

S/he will be able to interact with workers and unions, as well as the civil society. The coordinator will have good experience in working with trade unions/ community organisations. S/he will have a good command of Nepali and English languages, in speaking and reading and writing.

Basic computer skills in MS office (word, excel) and emailing/ internet usage are necessary.

**Remuneration:** The coordinator will be paid consolidated fees of NPR 62871 per month. Travel and communication bills will be reimbursed.

**Application Procedure:** Interested applicants are required to email [akaiwar@industrial-union.org](mailto:akaiwar@industrial-union.org) with their CV, and a writing sample before the 20<sup>th</sup> of March 2022.