

APPOINTMENTS

Grow with us



“Never put off till tomorrow what you can do today”
— Thomas Jefferson



Rise above resume requirements

You're looking online for open jobs and your eyes light up — you have found one that seems exciting! But then you scan the (so-called) requirements section and realise you don't have every skill listed. Even though you believe you'd be good at the job, you feel you might not be qualified. While this can be a discouraging situation, you should absolutely still apply.

Given the choice, an employer would love to hire someone who has every single requirement listed, but job descriptions are written very broadly in order to cast a wide net. Employers are usually looking for a candidate who has some of the skills, not all of them.

In fact, it's so rare to find candidates who fit every listed requirement that recruiters use the term unicorn to describe them. There are a number of ways to be qualified for a job, and checking every box on the experience list is just one of them — there's also your ability to communicate well or your proven experience picking up on things quickly, for example.

Still, if you don't fit all the base requirements, it's important to present yourself in your best light. There are a few key things you can do to help battle the perception that you are not fully qualified for a role.

Create a unique resume

While you likely have a basic all-purpose resume,

you should edit it for each job for which you apply. Highlight experience that directly links to what that particular company is looking for, and always list your most relevant experience at the top of your resume. Match your descriptions of what you've done in past roles with the job description, and it will catch any recruiter's eye.

The power of a good cover letter

This is your opportunity to tell a compelling story that fills in the gaps on your resume. Find friends whose writing skills you respect and ask them to help review and edit your cover letter and make sure you are discussing everything you can bring to the company. Avoid talking solely about why you are interested in working at a company, and focus instead on why it should be interested in you. Be confident and clear and lead with your strengths, no matter if they exactly match the job description.

Focus on personal projects

If you are interested in a field but haven't yet formally worked in it, it's important to show that you're passionate and have a basic understanding of the field. Blog posts, projects and online courses are a great way to fill in holes in your work experience and provide evidence of your skills that your work histo-



ry may not be able to show.

Highlight your core skills

Companies are always looking for employees who can grow and stretch with a role if it changes, and hiring managers generally look for some fundamental

skills in addition to the requirements of a specific job. Examples include writing and communication skills, presentation skills, project planning experience and experience working in a fast-paced environment. Google, for example, conducted an internal study that found that technical skill was the least important skill of their top employees — above it was being a good coach and communicator, being open-minded and intuitive, being empathetic and being a critical thinker and problem solver. More and more frequently, recruiters are being asked to assess these core skills, showing you possess them is of growing importance and can

balance out other qualifications you may not meet. Employers know it's a lot easier to teach someone how to use a tool than to teach them to be a problem solver. A good general motto when it comes to applying for jobs is — if you don't enter, you can't win. Never take yourself out of the running by not applying, and have confidence in yourself and your broader skill set. There are a lot of ways to be the right hire, and employers often don't know what they're looking for until they find it. Play up your strengths, show you're up to the task of learning quickly and always highlight what value you can bring to a company, no matter the job. — arshdeep@outlook.com

VACANCY ANNOUNCEMENT World Vision

World Vision is a child focused relief, development and advocacy organization that has contributed to transformation in the lives of millions of children around the world in vulnerable situations. We are driven by Christian values to serve children and families regardless of their religion, age, gender, ethnicity, class and caste. We are looking for potential Nepalese candidates to fill out the following positions:

No. of positions- 4
1. Innovation and Private- Corporate Partnership Manager (Based in Lalitpur, National Office)

Key Responsibilities: The Innovation and Private - Corporate Partnership Manager facilitates innovative programming and approaches to improve the well-being of the most vulnerable children and their families and communities in Nepal and beyond, through the use of technology and collaborative partnership with internal and external stakeholders, including but not limited to private and corporate donors, start-up/IT companies, social innovators and entrepreneurs, and World Vision International (WVI) Nepal's programs, acquisition, MEAL, field implementation, IT and broader innovation communities of practices of World Vision International. **Minimum Qualifications and Experience required:** Minimum Bachelor Degree in Engineering, Information Technology/Management, or other Sciences or Social Sciences background. Minimum 2-3 year experiences working on social innovation projects with local and/or international organizations, in private or non-profit organizations in Nepal/abroad (relevant experiences) Should have maturity to handle multiple deadlines and pressures within a fast-paced working environment especially in humanitarian settings. Must have proven experience in delivering innovative projects or platforms, managing teams and resources to systematically problem-solve and arrive at new solutions (Innovation Management). Strong grounding in strategic design, with proven ability in working at the planning level of complex projects or organizations (strategic design) is required. Should possess the ability to facilitate connection and collaboration amongst groups of diverse professional and cultural backgrounds (Hosting + inclusivity).

30% Travel requirement. Ability to travel to remote project sites/and overseas

2. Innovation Business Partner - External (Based in Lalitpur, National Office)
Key Responsibilities: The Innovation Business Partner - External will support the management of existing Lab projects and support in ideating, prototyping and scaling new innovations based on User Centric Design Principles. They will be involved in the implementation of the Lab's strategy and in fostering partnerships amongst diverse set of stakeholders; national and international both in Nepal and beyond.

Minimum Qualifications and Experience required: Minimum Bachelor's degree in IT, Engineering, Software Development or related field. At least 3 years of experience in the related field. The Innovation Business Partner - External will need to have a strong understanding of User Centric Design along with previous experience of implementing tech for dev solutions. Specialization in the areas of Software Development, Blockchain, Machine Learning, Artificial Intelligence etc. will be preferred.

15% Travel requirement. Ability to travel to remote project sites/and overseas

3. People and Culture (HR) Coordinator-Talent Acquisition (Based in Lalitpur, National Office)

Key Responsibilities: The P&C Coordinator role exists to ensure that WVIN attracts the right talent to the right roles in the organisation by driving quality recruitment process, strategic sourcing strategy and surge capacity. The role is expected to work autonomously under the direction of People & Culture Director. **Minimum Qualifications and Experience required:** Minimum Bachelors in Human resource Management or any related field. Should have at least 2-3 years of experience in the related field. Delivery of recruitment services gained from an in-house or agency environment. Should have experience of best practice approaches to candidate assessment including competency based assessment as well as building and maintaining customer relationships with all levels of stakeholder. Should have experience in managing and leading negotiation processes with incumbents and sound knowledge on Talent Sourcing Strategy and Surge Capacity. Tertiary qualification in HR, business, or similar. Experienced with good recruitment methodologies, theory and best practices with awareness of relevant legislation.

4. Sponsorship Field Coordinator (Kanchanpur, West Field Office Cluster)

Key Responsibilities: The Sponsorship Field Coordinator will coordinate Child Sponsorship and Community Sponsorship operations and services with partner NGOs that will enable WVIN to meet Child Sponsorship Standards, coordinate sponsorship processes within the team to fulfill sponsorship outcomes and outputs; facilitate strong community and partner engagement and ownership of child sponsorship to process child selection and registration; develop sponsorship activities that promote children's participation and well-being; foster meaningful relationships and communication between children and sponsors. The role will be responsible to provide technical support to Partner NGOs to lead the integration and quality of sponsorship in those programmes supported by sponsorship, and to mitigate potential problems traditionally associated with sponsorship practices. **Minimum Qualifications and Experience required:** Minimum Bachelor's Degree in Social Science/Development Studies/ Sociology/ International Relation or any relevant field. Should have Computer and Technology literacy. Strong computer skills including Word, Excel, PowerPoint. Strong experience in using technology including information management database softwares and platforms. Minimum of 3 year experience in similar or equivalent positions in development sector or sponsorship-focused organization. Should have Experience in preparing and facilitating training workshops. Should have understanding of poverty issues, development theories and sustainable development practices including empowerment approach through community-led activities and advocacy. Should have strong project management skills including the ability to plan and budget; manage performance of partners and contractors; monitor, evaluate and communicate results; think strategically and analytically; solve problems; and make appropriate and timely decisions

At least 50% of work time conducting monitoring and field visits in target municipalities and wards

Candidates fulfilling the criteria mentioned above may send in their complete "Curriculum Vitae (CV) with statement of purpose" by 04 February, 2021 before 17:00 hours to the email, address mentioned below.

Email: NPL-Vacancy@wvi.org

For Details: <https://careers.wvi.org/job-search>

World Vision International Nepal is committed to diversity and inclusion within its workforce, and encourage candidates of diverse background, women and differently abled, to apply. Only short-listed candidates will be called for the subsequent selection procedure.

WVIN reserves all rights to qualify/disqualify applications in any case.

Reshma C. G. Deng

World Vision International Nepal

CAREER OPPORTUNITY

Pashupati Paints, Nepal's first paint manufacturer, is looking for dynamic candidates for the following positions:

- Country Sales Head - 1**
Location : Kathmandu
- Branch Sales Head - 4**
Location : 1 each for Kathmandu, Pokhara, Biratnagar and Narayanghat
- Marketing Personnel - 8**
Location : 2 each for Kathmandu, Pokhara, Biratnagar and Narayanghat
- Receptionist/HR/Billing Secretary - 1 (Female)**
Location : Kathmandu
(She must have a good-looking and dynamic personality with previous work experience.)

● Priority will be given to candidates with minimum 3 years of experience.
● All candidates must have an educational qualification of Bachelor's degree.
● Candidates for the role of Receptionist/HR/Billing Secretary must be 10+2 passed.

Interested applicants are requested to forward their CV at info@pashupatipaints.com within 15 days of the published date.

Pashupati Paints
Pashupati Paints Pvt. Ltd.
Corporate Office, Babarmahal, Kathmandu
Tel: 01-4258209, 01-4265405

JOB ANNOUNCEMENT

First date of publication: 16 January 2021

The United Nations Development Programme (UNDP) Nepal works with the people and Government of Nepal, and other development partners to pursue equitable and sustainable human development goals through eradication of poverty, increase in livelihood opportunities, improvement in community resilience against conflict, disasters and impact of climate change, while laying down strong foundations for a society based on rule of law with an inclusive and participatory democracy.

The UNDP Nepal is seeking applications from qualified and result oriented Nepalese citizens for following assignment with Comprehensive Disaster Risk Management Programme (CDRMP):

S.No.	Position Title	Level	Number of positions	Duty Station
1.	National Consultant - Digital Diagnostic Assessment for DRR & Recovery - Nepal (Reference No.: UNDP/PN/01/2021)	Individual Contractor	1 (one)	Kathmandu

Web link for application: <http://www.np.undp.org/content/nepal/en/home/procurement.html>

Please visit the given web link for detail job description and for submission of application by 27 January 2021. Only short-listed candidates will be contacted. UNDP retains the right to contact referees directly.

UNDP is committed to achieve workforce diversity (in terms of nationality, minority groups, caste/ethnic groups, persons with disability etc.) and has a policy to have gender balance among staff at all levels. Qualified female candidates and candidates particularly from disadvantaged and socially excluded groups are strongly encouraged to apply.

All applications will be treated with highest confidentiality.

JOB OPENINGS!

HERD International is a national research organization, dedicated to generate quality evidence using science and technologies and promote evidence-informed policies and practices for sustainable development in health, education, environment and social sectors to improve quality of life. We work closely with government and other stakeholders at local, provincial, and national level including international academic and non-academic partners. HERD International is currently looking for experienced and dynamic professionals to fill the following positions:

S.N	Positions	Job Location	Must Have
1	Research Manager- Randomized Controlled Trial (1)	Kathmandu, head-office	<ul style="list-style-type: none"> Master's degree or above in Public Health, Applied Epidemiology or related discipline At least 5 years of experience in managing trial or research projects with theoretical knowledge of various research methods including RCTs. Strong leadership, coordination and team management skills and experience
2	Intervention Coordinator (1)	Kapilvastu, district office	<ul style="list-style-type: none"> Bachelor's degree in Public Health, Nursing or any health-related subject At least 2 years of experience in health research, implementing and monitoring data collection process using tablets
3	Data Coordinator (1)	Kapilvastu, district office	<ul style="list-style-type: none"> Experience of working closely with local government and community Fluent in spoken Awadhi Language
4	Dietary Coordinator (1)	Kapilvastu, district office	<ul style="list-style-type: none"> Bachelor's degree in Public Health, nutrition, or any health-related subject At least 2 years of experience in implementing and monitoring nutrition focused research Experience of working closely with local government and community Fluent in spoken Awadhi Language

Interested candidates can download detailed Job Description and standard application form from www.herdint.com/careers.

Submit your CV and a cover letter along with the duly filled standard application form mentioning the position in your email subject line to jobs@herdint.com before 5 PM, Wednesday, 27 January 2021.

Vacancy

New Millennium School requires professional teachers for the following posts for the session of 2020-21 (2078 BS).

- Primary School Grade Teachers
- Middle School Teachers - English, Social Studies, Math, Science and ICT
- High School Teachers - English, Social, EPH, Math, Science
- Assistant Teachers for different grades



Please send your cv to
by Jan 29, 2021
nms.excellence@gmail.com
Imadol, Sheetal Height, Lalitpur
01 520 1189 (Weekdays 11 AM-2PM)