



Federation of Community Forestry Users, Nepal

Vacancy Announcement

Federation of Community Forestry User's Nepal (FECOFUN) is a representative organization of Community Forest User Groups (CFUGs) across the country with offices one in central level, 7 provinces, 77 districts and 556 local levels in Nepal. The FECOFUN was established in 1995 with the goal of promoting and protecting the forest users' rights through capacity strengthening, economic empowerment, sustainable natural resource management, policy advocacy, good governance, Gender Equality and Social Inclusion (GESI), networking, social justice and learning sharing of best practices. FECOFUN emerged from the idea that forest users from all parts of the country should be linked in order to strengthen the role of users in policy making processes.

To achieve the institutional goal and for daily operation, we announce following position:

Position: Administrative Officer

Location: The **Administrative Officer** is a position based at the Centre FECOFUN, Bhaktapur.

No of Positions: 1 (One – Female)

Tasks and Responsibilities:

Under the overall supervision of the Executive director and board of FECOFUN, the Administrative Officer will be responsible for:

- Maintain up-to-date records, database management and filing systems
- Organize and document electronic and hard-copy files and documents.
- Well communication and coordination within and outside the FECOFUN Networks
- Provide general administrative support to team members and management as needed.
- Response incoming and outgoing email, Letters
- Website and institutional social media update and edit timely
- Establish well coordination with federal, provincial and local governments and other stakeholders,
- Work with project staffs and finance staffs to ensure the reports and progresses.
- Perform additional tasks as assigned by executive director and board
- Maintain the records of staff attendance and leave record

Qualifications and Experiences:

- At least Bachelor's degree in relevant areas such as, General Administration and Management, with minimum of 2 years of experience of administrative management.
- Proven experience as an administrative role.
- Strong organisation and time management skills, with the ability to prioritize tasks
- Excellent communication and interpersonal skills

- Ability to work independently, accurate in date entry and record keeping
- Fluency in written and spoken Nepali and English, as well as excellent report-writing skills,
- Excellent computer skill on Microsoft Packages and other relevant software applications

Application Submission:

Eligible and interested candidates are requested to submit the following documents to demonstrate their relevant qualifications and experience:

1. Updated Curriculum Vitae
2. Motivation letter mentioning expected salary.

The application should be submitted through online form: [Click here to Submit Application](#)

or Form Link: <https://forms.gle/9LHhkpVUH7oBC3wH8>

or

sent to the FECOFUN official email: vacancy@fecofun.org.np by 5th June, 2024.

Note:

- Please mention the position you are applying for at the subject of the email.
- Only women can apply the position. Priority will be given from Dalit, IPs, Marginalized women.
- Priority will be given to the two-wheeler license holder
- FECOFUN reserves all rights to qualify/disqualify application with or without providing any reasons.