

Vacancy Announcement

Terms of Reference (TOR) for the recruitment of Program Manager

General Information

Issued by	Recovering Nepal
Issue Date	9 April 2025
Project Title	Reducing human rights-related barriers to access HIV/TB services
Job Title	Program Manager
Employment Type	Full-time
Duty Station	Recovering Nepal Head Office Kumaripati, Lalitpur – Nepal
Duration	26 months (16 May 2025 – 15 July 2027) <i>Annual employment contract with at least 3 months of probationary period. contract will be signed in yearly basis</i>
Expected Start Date	1 May 2025 <i>(Subject to change based on RN's contractual agreement with UNDP)</i>
Reporting to	Executive Director and RN Management Committee
Application Deadline	20 April 2025

About Recovering Nepal

Recovering Nepal (RN) is the national federation of people who use drugs and drug service organizations in Nepal. Our vision is to improve the quality of life of people who use drugs. Our work is guided by the principle of 'meaningful engagement of people who use drugs' and grounded on empowerment, networking, and advocacy for advancing human rights and evidence-informed policy reform for the welfare of drug-using communities and community-led organizations.

Project Summary

The project aims to reduce human rights-related barriers to accessing HIV/TB services and advance law/policies reform advocacy for improving the HIV response and fulfilling the human rights of key populations in Nepal. The project is supported by the Global Fund (Grant Cycle 7).

Position Summary

The Program Manager will be responsible for the planning, implementation, and monitoring of the entire project. This role requires a dedicated individual with a passion for contributing to human rights and policy reform advocacy and a strong commitment to our organization's mission and core principles.

Key Responsibilities

- Develop, implement, and manage project activities and initiatives.
- Conduct field visits to assess project activities and mobilize/support consortium members and RN focal persons for timely and effective implementation of project activities.
- Prepare regular reports on program progress and impact and ensure timely reporting. • Monitor project budgets and ensure financial accountability.
- Establish and maintain relationships with key stakeholders, including funding partners and the project consortium members (i.e., national networks of PLHIV key populations). • Coordinate and work with relevant ministries, government agencies, parliamentarians, and media.
- Collaborate with the RN Board and Secretariat to ensure successful program delivery. • Offer additional time, expertise, and support RN's work as requested or as per need.

Criteria/Qualifications

- Must be a Nepali citizen.
- Master's degree in a relevant field (e.g., Social Sciences, Public Health, etc.) • Minimum of 5 years of experience in program management within the NGO/INGO sector, including at least 3 years in the national-level HIV sector.
- Strong project management, leadership, and organizational skills.
- Excellent communication and interpersonal skills.
- Proficiency in both English and Nepali languages (verbal and written). • Proficiency in MS Office packages (Word, Excel, and PowerPoint) and social media engagement.
 - Sound knowledge of issues and needs of people who use drugs and other key populations (living with or affected by HIV, Tuberculosis, and Viral Hepatitis).

How to Apply

Interested candidates should submit their most recent full CV along with a copy of their citizenship card to vacancies@recoveringnepal.org.np.

Please include "**Program Manager Application – Your Name**" in the email subject line. Only shortlisted candidates will be contacted for further processes. Phone calls will not be entertained. People who use drugs will be given preference, so, interested (qualified) individuals from drug-using communities are encouraged to apply.