VACANCY ANNOUNCEMENT

Project: SLUMS TO STADIUM: Equalizing the Playing Field for Marginalized Youths through Football in Urban Slums of Nepal (Project S2S)

Implementing Organization for Kaski District: United Community Nepal (UniCoN)

Funding: Child Nepal/European Union Delegation to Nepal

UniCoN, in partnership with the Child Nepal/European Union Delegation to Nepal, is implementing the "Slums to Stadium (S2S)" project under Lot 3 – Youths and Sports as a co-applicant for Bara district. The project aims to empower marginalized youth from slum communities through football coaching, sports-based entrepreneurship, and strong safeguarding systems in and Bara districts.

UniCoN invites applications from qualified, committed, and motivated Nepali citizens for the following full-time positions:

1. Program Officer-1 (Full Time)

Duty Station: Kaski, Pokhara (with frequent field visits)
Duration: 1 January 2026-31 December 2026 (with possibility of extension)
Reports to: Project Manager

Key Responsibilities

- Support day-to-day implementation of project activities in line with approved work plans
- Coordinate with lead-applicants (Child Nepal) for project implementation
- Support organization of football coaching programs, youth events, and trainings
- Monitor activity implementation and ensure timely reporting from field level
- Assist in preparation of narrative reports for lead-applicant and internal reporting
- Ensure integration of safeguarding, gender equality, and inclusion in all activities
- Maintain project documentation, attendance records, and activity reports
- Participate in monitoring visits and stakeholder coordination meetings
- Perform any other duties assigned by the Project Manager

Required Qualifications & Experience

- Bachelor's degree in Social Sciences, Development Studies, Sports Management, or a related field
- Minimum 3–5 years of experience in project implementation with NGOs/INGOs
- Experience working on youth, sports, child protection, or community development projects preferred
- Familiarity with EU-funded or donor-funded project implementation is an asset
- Strong organizational, communication, and reporting skills
- Willingness to travel regularly to project districts
- Fluency in Nepali and working knowledge of English

2. Finance Officer - 1, (Full Time)

Duty Station: Kaski, Pokhara
Duration: 1 January 2026-31 December 2026 (with possibility of extension)
Reports to: Program Officer

Key Responsibilities:

- Manage project financial transactions in compliance with EU rules
- Prepare financial reports, budgets, and forecasts
- Ensure proper documentation and archiving of financial records
- Support audits, verifications, and financial reviews
- Monitor partner expenditures and provide financial guidance
- Ensure compliance with Child Nepal and EU financial policies

Required Qualifications & Experience:

- Bachelor's degree in Finance, Accounting, or related field
- Minimum 3 years of experience in NGO/INGO financial management
- Strong experience with EU-funded project financial rules
- Proficiency in accounting software and MS Excel
- Strong attention to detail and integrity

3. Facilitator - 1, (Full Time)

Duty Station: Kaski, Pokhara
Duration: 1 January 2026-31 December 2026 (with possibility of extension)
Reports to: Program Officer / Football Coach

Key Responsibilities:

- Mobilize youths from slum communities to participate in project activities
- Support football coaching sessions and youth entrepreneurship initiatives
- Facilitate community meetings, awareness sessions, and safeguarding activities
- Coordinate with local stakeholders, schools, and community leaders
- Collect basic monitoring data and success stories
- Promote inclusion, gender equality, and child safeguarding

Required Qualifications & Experience:

- Intermediate level (10+2) education or Bachelor's degree (preferred) and relevant experience in social work, community development, or sports
- Minimum 2–3 years of experience working with marginalized communities
- Experience in youth engagement or sports programs preferred
- Strong interpersonal and facilitation skills

Application Procedure

Interested candidates are requested to submit following credentials in the given email: vacancy@unitedcommunitynepal.org

- A cover letter (clearly mentioning the position applied for)
- An updated CV

Deadline: 23 December 2025

Only shortlisted candidates will be contacted.