



## **Vacancy Announcement**

### **Position: Program Officer**

The International Foundation for Electoral Systems (IFES) is an international NGO that supports the building of democratic societies around the world. Since 2006, IFES Nepal has worked with the Election Commission of Nepal (ECN) and local civil society partners to enhance citizen participation and strengthen civil society, governance and transparency.

IFES Nepal is seeking a **Program Officer** to support program implementation, research, report writing, monitoring and evaluation and product development for IFES' work with the ECN. This position will be under the supervision of the Country Director and will be full-time.

#### **Roles and Responsibilities:**

- Liaise closely as required with the ECN to support IFES' ongoing technical assistance;
- Support research and report writing on electoral topics;
- Support improvements to key electoral processes such as voter education, voter registrations, election operation, legal framework and developing information and communication technology (ICT) systems
- Organize the planning, administration and logistics for special events, conferences or workshops;
- Provide support to the ECN during and leading up to election periods;
- Collaborate with IFES technical experts, consultants, the ECN and CSO partners as needed;
- Perform and review translations of legal and nonlegal documents, as required;
- Support capacity building and other IFES/ECN/CSO activities, as required;
- Provide guidance and oversight to other program staff as directed by the Country Director;
- Other relevant tasks as assigned by the Country Director.

#### **Qualifications:**

- Bachelor's degree in international development, political science, international relations or a related field, Master's degree preferred;
- Minimum 4 years of relevant experience in international development or related field, preferably working with an international organization;
- Strong knowledge of Nepal's electoral system and processes;
- Experience with legal review and legal research preferred;
- Basic computer skills (Microsoft Office programs, Excel, Internet) are required;
- Initiative, drive and strong organizational skills;
- Ability to work independently in support of a team;
- Fluency in English and Nepali, both written and oral, and excellent communication skills are required;
- Applicants must already reside in Nepal, preferably in Kathmandu;
- Availability to travel may be required up to 10%.

This position is open to Nepali nationals only. Qualified and interested candidates are requested to send an application and updated CV with two professional references to: [ifesnepalvacancy@gmail.com](mailto:ifesnepalvacancy@gmail.com), including the position title in the subject line. The application submission deadline is at **4:00 PM on Tuesday, August 31, 2021**.

Only shortlisted candidates will be contacted for selection processes. Women, people with disabilities, marginalized and disadvantaged communities are highly encouraged to apply.