



# Student Awareness Forum (BIJAM)

## Birgunj-Parsa

### Vacancy Announcement

BIJAM an NGO has been implementing a “Comprehensive HIV & AIDS program in the Parsa, Bara & Makwanpur district. BIJAM invites application for experienced and qualified professional for the position of **Admin/Finance Head (AFO) and Admin/Finance Officer** with following requirements and responsibilities.

➤ **Brief Responsibilities (Admin/Finance Head-1 ,Birgunj, Parsa District)**

Admin/Finance Head is responsible for overall administrative & financial management including donor reporting responsibilities. In addition to planning/implementation of organizational policy, supervision, monitoring and coach to Admin/ finance team. He/ She must have good written & verbal communication skill in English & Nepali; goods skills on Computer application; preparation of audit documents, must have sound knowledge of taxation and working ability with team.

**Qualification**

- Master degree in Business Study or Business Administration and equivalent with minimum 1 years of working experience preferably within an I/NGO environment.
- At least Bachelor in Business Study or Business Administration and equivalent with minimum 2 years of working experience.
- Intermediate level in10+2in management with minimum 5 years of work experience.

➤ **Brief Responsibilities (Admin/Finance Officer -1, Birgunj, Parsa District)**

Admin/Finance Officer is responsible for account keeping, financial reporting and management, office management and administration (preparing journal voucher control ledger, and other related report) as per organizational policy and supervision, monitoring and coach to Admin/office Assistant and logistic assistant. He/ She must have good written & verbal communication skill in English & Nepali; good skills on Computer application and must have the sound team work ability.

**Qualification**

- Intermediate level (10+2) management with minimum 3 years of work experience.
- At least Bachelor in Business Study or Business Administration and equivalent with minimum 2 years of working experience.
- Master degree in Business Study or Business Administration and equivalent with minimum 1 years of working experience preferably within an I/NGO environment.

Qualified candidates meeting the above requirements may apply by sending an application including a recent resume/CV by **10<sup>th</sup> December, 2013**; either by the post or e-mail to.

To,  
The Recruitment Committee  
Student Awareness Forum (BIJAM)  
Panitanki-10, Birgunj  
Post Box #: 94  
E-mail: [vacancy@bijam.org](mailto:vacancy@bijam.org)

Only short listed candidates will be invited for written test and interview. Telephone enquiries will not be entertained. BIJAM has reserves the right to reject any or all application. Please indicate the position title while applying for on the subject of your application.

Mahesh Aryal  
President

4/12/2013