



*"Let's Promote GoodWeave against Child Labour"*

## **VACANCY ANNOUNCEMENT**

**Nepal GoodWeave Foundation (NGF)** is an active member of **GoodWeave International**, an apex body of GoodWeave country initiatives with offices in Nepal, India, USA, UK, Germany and Afganistan. GoodWeave is a global non-profit initiative working to end illegal child labour in the carpet industries of carpet manufacturing and exporting countries by restoring childhood to the rescued child labourers and offering them with appropriate rehabilitation and education/vocational training programmes.

### **NGF invites applications from qualified and deserving Nepalese for the vacant position of EXECUTIVE DIRECTOR**

#### **Required Qualification and Experience:**

- Master's degree in any discipline from a reputed academic institute/university.
- Minimum 5-7 years' relevant work experience, preferably in senior management level in social or business development sector.
- Good understanding and exposure of national and international conventions and instruments on child rights and child labour along with sound knowledge about national plans and policies on child rights and child labour.
- Good interpersonal communications, negotiation and influencing skills.
- Dynamic and pleasant personality with good networking and team spirit.
- Innovative and excellent proposal writing skills possessing strong fundraising background
- Sensitive towards children and their issues.
- Excellent command and fluent in written and spoken English and Nepali languages.
- Ability to operate computer independently and comfortable in using standard software applications.
- Energetic and enthusiastic to work with dedication and strong commitment for a social transformation social cause.

#### **Main Responsibilities:**

- Responsible for day-to-day operation of the organisation and effective implementations of its programmes and activities.
- Strategic planning, programme development and management.
- Raise necessary funds to implement Foundation's various social programmes
- Establish strong relationship with various UN agencies and international donor/development organisations from related sectors.
- Policy refinement, programme improvement and implementation.
- Policy consultation, co-ordination and reporting to the Board.
- Financial and administrative management and control.
- Advocacy, publication, promotion, and networking.
- Keep updated on the development and other happenings related carpet industries and its market at national and international level, along with the status of the Nepal's child labour policies, Acts, regulations and situation.
- Establish mutual and closer relationship with the carpet industry people and attract more carpet exporters and manufacturers towards becoming GoodWeave licensee.
- Report regarding organisation's status, achievements and activities to the Board as and when necessary.

Salary and benefits are dependent upon qualifications and experience and according to NGF policies. Only interested and serious candidates are requested to apply with recent resume, contact telephone numbers, two references and a recent passport size photograph **by Friday, February 24th**. All applications should accompany by a personal statement explaining how your experience, knowledge and abilities can help NGF in achieving its mission and goal (in 400-500 words). Only shortlisted candidates will be called for a practical test and interview. Telephone inquiries will not be entertained and influencing efforts by the candidate/s will automatically disqualify his/her candidature. Nepal GoodWeave Foundation reserves the right to reject any or all applications.

**Note: Those who applied earlier for this position need not apply again. Such applications will automatically be rejected.**

*NGF is an equal opportunity provider organisation. However, qualified women and people from marginalised ethnic groups and minority communities are highly encouraged to apply.*

Please send your application to:  
**Nepal GoodWeave Foundation, GPO Box: 12698, Kathmandu, or**  
**E-mail to: [info@goodweavenepal.org](mailto:info@goodweavenepal.org)**  
Website: [www.goodweavenepal.org](http://www.goodweavenepal.org)