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Chaudhary Group (CG Corp Global), Nepal's largest and fastest-growing multi-national conglomerate headquartered in Nepal. Its businesses include financial services, Consumer goods, Education, Cement, Hospitality, Energy, Electronics, Real Estate, Biotech, Ayurveda, Shashwat Dham, and more.

Chaudhary Foundation is the social initiative of **Chaudhary Group**. Since 1995 A.D., it has been addressing relevant social challenges and advancing long-lasting social reforms. The majority of its activity is in the areas of enterprise development, disaster management, health and sanitation, education, and livelihood development.

Chaudhary Foundation announces vacancy for the position of **Project Assistant** based at Head Office, Sanepa.

Job Specification:

- **Qualification:** Undergraduate Degree in Social Development, Social Science and relevant field
- **Experience:** Minimum 3 years of work experience in development sector in Nepal

Major Roles and Responsibilities:

- Assist the senior leaders to manage day-to-day implementation and administration of project activities aligned with project objectives and expectations.
- Prepare work plan for project implementation, weekly project reports and monthly project reports.
- Ensures close collaboration and coordination with partners, donors, and other stakeholders to guarantee smooth implementation of activities and achievement of results as specified.
- Monitor progress of the project and track the calendar of activities by Assisting partners and vendors in delivering relevant activities, facilitate in the collection of information.
- Plan, coordinate, for meetings, training, workshops
- Support senior leaders in developing project proposals.
- Undertake pro-active role in coordination, rapport building with communities, government and various stakeholders.

Core Competencies :

- Should have good professional writing skills. Nepali writing will be an asset.
- Should have sound IT skills not limited to MS Word, MS Excel, MS PPT.
- Should have understanding on financial management of the projects.
- Should be proactive, team player and open for new challenges.

Eligible professionals are encouraged to e-mail your updated resume to:
vacancy@chaudharygroup.com within 7 days from the date of publication.
Only shortlisted candidates shall be called for an interview.