



## VACANCY ANNOUNCEMENT

Rural Enterprises and Remittances Project (RERP)-SAMRIDDHI is a seven years' project signed between the Government of Nepal (GON) and International Fund for Agricultural Development (IFAD) on 10 December 2015 covering 16 hills and Terai districts. It aims at providing sustainable sources of income to poor households, migrant families and returnees in the Eastern and Central Regions of Nepal, by supporting the creation and expansion of family, micro, small and medium rural enterprises, both in the farming and off-farming sectors. Ministry of Industry (MOI) is the Executing Agency. Agro Enterprise Center (AEC) under Federation of Nepalese Chambers of Commerce and Industry (FNCCI), Helvetas Nepal, selected financial institutions and the business development service providers extending services to the rural areas are the key implementing partners. RERP-SAMRIDDHI invites applications from the interested and eligible candidates (Nepali Citizens) who are eligible, accountable, have the ability to deliver results with the highest level of integrity:

S. No.	Position	Description	Eligibility
1	AEC Manager Required No.(s): 1 Term: Annual, with initial six-months' probation period, and extendable up to the project period.	Project management and coordination, RMSE's Development & BDS Promotion Planning, Monitoring and Evaluation. Perform other duties as per the need of the AEC/FNCCI in consultation with Chief Executive Officer/Managing Director and Chairman etc.	University degree (Masters) related to economic development, such as Business management, public administration, planning, economics, geography, or other social sciences.
2	Liaison Officer Required No.(s): 1 Term: Annual, with initial six-months' probation period, and extendable up to the project period.	The Liaison Officer shall facilitate communication between PMO, DCCI, AEC and other liaison organizations. Assess center level market and identify most potential market actor or investor for development B2B Linkages etc.	University degree(Masters) related to economic development, such as Business management, public administration, planning, economics, geography, or other social sciences.
3	B2B Officer Required No.(s): 2 Term: Annual, with initial six-months' probation period, and extendable up to the project period.	Business Development Service Market Promotion, Rural Micro & Small Enterprise Development, Financial Linkage Development, Client Retention, Market Development Planning, Planning, Monitoring & Evaluation/KM, Training and skill Transfer, Does other work as assigned by the Project Manager and AEC Manager. Linked to RERP and other AEC implemented other program etc.	Bachelor's in Business management, Rural Development, Economics or other relevant social science. 3 years experience in managing development oriented programs with a minimum of one year experience in access to finance related activities.Past experience or working on B2B.
4	M&E/KM Officer Required No.(s): 2 Term: Annual, with initial six-months' probation period, and extendable up to the project period.	Corridor level planning and preparing AWPB, Assist in monitoring and qualitative assessment of progress in implementation of the KM plan and manual, Develop business plan format by category and types of business	Bachelor's in social sciences, Mass communications or higher qualification in a field relevant to economic development in Nepal. At least 3 years' of working experiences in related field;
5	Account Officer Required No.(s): 1 Term: Annual, with initial six-months' probation period, and extendable up to the project period.	Project Planning, Project management, Monitoring Evaluation & Reporting, Prepare Annual Work Plan and Budget, Prepare Fund Flow on timely basis, carry out necessary accounting management and produce reports etc.	Master Degree in commerce or equivalent, three years' of relevant working experiences in a government agency or private organization or development project funded by donor agencies, experiences in operating accounting softwares.

For detailed job description(s) of the position(s) and standard editable format of CV log on [to aec-fncci.org](http://aec-fncci.org). Submit the application along with copies of academic and experienced certificates at the **Agro Enterprise Center office reception or at the given email address not later than 23<sup>rd</sup> Shrawan 2074 (7 August 2017) 05:00PM** on the address below. Only shortlisted Candidates will be contacted for further selection process. Canvassing at any stage of processes shall lead to automatic disqualification. Qualified Candidates from minorities, indigenous groups, women, madhesi, dalit and people with disabilities from local level are highly encouraged to apply.

**FNCCI Building, Pachali Shahid Shukra FNCCI Milan Marg, Teku**  
**P.O.Box 7651, Kathmandu,Nepal**  
**Tel:+977-1-4262260 / +977-1-4262245, Fax:+977-1-4261671, Email: info@aec-fncci.org**