



Programme Manager, Dolma Foundation, Kathmandu

Job Description

Dolma Foundation (formerly Dolma Development Fund) seeks a full-time Programme Manager based in Nepal for overall project development and management of the organization. Under the direct supervision of Chairman - Dolma Foundation UK and President - Dolma Development Fund Nepal; the Programme Managers will lead the Dolma Foundation's NGO strategy and its implementation.

This job will be a full-time position based in Kathmandu with frequent travels to project sites. The successful candidate will be provided with a competitive monthly salary and other benefits

Core Duties

- Work directly with Chairman and President to set goals, funding and implementation targets in Dolma Foundation's core project areas in ecotourism, education, and health programmes, along with new and upcoming project opportunities.
- Grow Dolma Ecotourism's programme of community-based, remote tourism. This will include tourism marketing and developing local and international partnerships.
- Grow number of rural children receiving education in coordination with partner schools and sponsors.
- Grow health-related programmes including community health clinics and disabled children's homes.
- Apply for and secure grant funding from Nepali and International foundations and organisations for expansion of the above.
- Lead general and financial administration for DF's including but not limited to Board Meeting, AGM, documentation, SWC approval and reporting, Financial Planning and Budgeting, Auditing, and duties as assigned by the Chairman and the Board.

Qualifications and Requirements

- A university degree in management /social science/tourism or other related fields.
- At least four (4) years of related work experience. Experience for NGOs and travel and tourism marketing will be of particular interest.
- A very hands on approach to poverty alleviation
- Experience writing successful grant proposals for local and international organisations
- Experienced developmental specialist with substantial knowledge of working with partner organisations, governments and social movements, and travel and tourism
- Relevant experience in developing policy, strategy, framework and planning
- Advanced liaison skills to communicate effectively with people from a variety of backgrounds
- Excellent English and Nepali communication skills, verbal and written
- Willingness to undertake travel within the programme areas
- Self-motivated, ability to work with minimum supervision
- A love of Nepal and the development of its people

How to Apply

The interested candidate should submit an updated CV and cover letter by email to the following email address: sandeep@dolmafund.org.