

Project and Policy Analyst (1 Position: NPPP 2)

Under the overall guidance of NIU Chief, the Project and Policy Analyst will work under the direct supervision of National Project Manager (NPM).

Main duties:

- Work on a day-to-day basis with EIF/SWAp Focal Points based in various ministries and agencies and assist them in project identification and design;
- Prepare projects write up, budgets, terms of references, monthly and quarterly reports in conjunction with relevant stakeholders;
- Prepare dissemination material and help maintain the MoCS/Project web-pages;
- Liaise with private sector organization for creation/establishment of effective trade integration (TI) units and conduct business round tables, and;
- Assist NPM in day to day management of projects;

Qualifications:

- Masters' degree in relevant subject such as economics, international trade/business, development studies and management.
- Minimum 5 years of experience, with proven project management skills.
- Work/research experience in trade capacity building issues is highly desirable.
- Prior work experience with international agencies and similar government projects will be an asset.
- Good interpersonal skills and result orientation.
- Effective written and verbal communication skills in English and Nepali.
- Proven knowledge of IT and web designing/updating is an advantage.