



Vacancy Announcement

Nirdhan invites applications from qualified and motivated candidates for the position of Monitoring & Evaluation (M&E) Officer under the WE CARE Project. Roving position responsible for tracking performance data and reporting at activity, output and outcome levels.

Position Details

- **Position Title:** Monitoring & Evaluation (M&E) Officer.
- **Project:** WE CARE Project
- **Duty Station:** Bardiya Districts, Nepal
- **Employment Type:** Full-time

Major Responsibilities

- Develop and maintain project monitoring and reporting systems.
- Collect, compile, verify, and analyze project data from field activities.
- Support implementation of project indicators, targets, and reporting requirements.
- Prepare monthly, quarterly, and annual progress reports.
- Conduct regular field monitoring visits in Banke, Bardiya, and Dang districts.
- Ensure data quality, accuracy, and timely submission of reports.
- Support midline, end line, assessments, surveys, and documentation activities.
- Coordinate with project staff, community health workers, and stakeholders for data collection and reporting.
- Maintain proper documentation and database management.
- Assist in preparing success stories, case studies, and learning documents.
- Assist Field manager and Coordinate with project staff and stakeholders for effective information management.

Required Qualifications and Experience

- Bachelor's degree in Public Health, Statistics, Social Sciences, Management, or related field.
- Minimum 2 years of experience in monitoring and evaluation, preferably in health or community-based projects.
- Experience in data collection, analysis, and report writing.
- Good knowledge of MS Office Package, especially Excel and data management tools.
- Familiarity with digital data collection systems will be an advantage.
- Strong communication and coordination skills.
- Ability and willingness to travel frequently to Banke, Bardiya, and Dang districts.

- Preference will be given to candidates with experience in RMNCAH (Reproductive, Maternal, Newborn, Child, and Adolescent Health), community health, or NGO projects.

Application Process

Please email current CV together with cover letter and expected salary to nirdhanngo@gmail.com. Only shortlisted candidates will be contacted. Nirdhan is committed to diversity, equity, and inclusion in its staffing structure. Women and members of marginalized communities are strongly encouraged to apply. Nirdhan reserves the right to cancel, postpone, or modify the whole recruitment process and reject any/all applications without specifying any reasons whatsoever.

** The notice is displayed on the notice boards of all Nirdhan Utthan Laghubitta Bittiya Sanstha Ltd branch offices located in Banke, Bardiya district and Branch office of Nirdhan.*