

# Vacancy Announcement

Federation of Nepalese Chambers of Commerce and Industry - Business Coalition on AIDS in Nepal (FNCCI-BCAN) is a non-profit initiative of FNCCI to prevent HIV/AIDS in the work place. FNCCI-BCAN is seeking a qualified Nepalese candidate to the following position.

**Position : Director (One)**

Duration of Contract: Initially for one year, possibility of extension

Duties and responsibilities:

Under the supervision of Director General of FNCCI, and in close coordination of Social Service Forum, BCAN Management Committee, and CEO of Asia Pacific Business Coalition on AIDS, Director has to:

- > Responsible in developing BCAN business plan and implementing it with the guidance of the BCAN Management Committee
- > Responsible for financial management of the BCAN, including resource generation, mobilization, development and implementation of the annual budget and reporting to the donors
- > Responsible for liaising with entrepreneurs and recruiting new companies to join the BCAN
- > Responsible in overseeing the implementation of the National Policy on AIDS in the Workplace 2007
- > Overseeing the BCAN's marketing and communication activities such as World AIDS Day and other programmes
- > Monitor program achievements and report progress to the BCAN Management Committee
- > Represent the BCAN at key events and forums
- > Responsible for supervising BCAN staffs; provide direction and guidance to implement the business plan
- > Oversee administration of the BCAN secretariat

Required qualifications and skills:

- > A university degree from a university with previous experience of at least three years in business sector, in resource mobilization and marketing
- > Proven knowledge on HIV and its impact on the business community
- > Proven track record in the private sector in a leadership role
- > Highly motivated operator
- > Ability to attract new members and build relationship with decision makers
- > Demonstrated high level negotiation and presentation skills
- > Computer skills in Microsoft Office (Word, Excel, Power Point) typing English and Nepali both, email and internet
- > Excellent in writing and speaking English and Nepali language

Age : No age bar for deserving candidate

Salary : Negotiable

All interested and eligible candidates can apply along with the application letter and most recent CV along with passport size photograph by 5:00 PM, May 24, 2012. Application can be sent via email or post box mentioned below:

**Email: [bcan@fncci.org](mailto:bcan@fncci.org)**

**or**

**Federation of Nepalese Chambers of Commerce and Industry (FNCCI)  
P. O. Box: 269 Pachali Shaid Shukra FNCCI Milan Marg, Teku, Kathmandu**

*Only short-listed candidates will be contacted for recruitment process.*

*Personal or telephonic enquiries will not be entertained.*