

## Vacancy Notice

### Federation of Nepalese Chambers of Commerce and Industry (FNCCI)

**Position:** Senior Program Officer  
**Project:** Enhancing Nepal's Inclusive Business Environment and SME Growth  
**Duty Station:** FNCCI Secretariat, Kathmandu (with required provincial travel)  
**Duration:** November 15, 2025 – December 15, 2027 (*with possibility of extension based on performance and project funding*)

#### Background

The Federation of Nepalese Chambers of Commerce and Industry (FNCCI), the apex body of the private sector in Nepal, is implementing the project Enhancing Nepal's Inclusive Business Environment and SME Growth. The project aims to foster sustainable and inclusive economic development by empowering youth and women through improved business support services and strengthened institutional support systems, driven by coordinated stakeholder engagement and policy reforms.

The project will be implemented nationwide with targeted interventions in Sudurpaschim, Karnali, and Koshi Provinces.

#### Roles and Responsibilities

The Senior Program Officer will support the Project Manager in the overall implementation and coordination of project activities. The Senior Program Officer will work under the supervision of the project manager and FNCCI management. Key responsibilities include:

- Assist project manager in planning, implementing and monitoring project components in line with the project's objectives and work plan.
- Support Project Manager to develop Standard Operating Procedure (SOP), activity guidelines and conduct initial assessment of the selected project components.
- Support the establishment and operation of the SME Help Desk and ensure effective service delivery to SMEs.
- Coordinate activities that foster linkages between large and small businesses.
- Assist in organizing provincial Women Entrepreneurship Summits and other key events.
- Facilitate the formation and functioning of Communities of Practice and quality assurance systems for high-value niche commodities.
- Support the design, implementation, and documentation of the Business Climate Survey (BCS) and Business Friendly Certification process.
- Contribute to feasibility study on integrating Business Development Services (BDS) into the Nagarik App.
- Facilitate and document meetings of Public-Private Dialogue Fora.
- Assist in preparing policy briefs, reports and knowledge products related to LDC graduation and its implications for Nepalese businesses.
- Ensure the effective participation and representation of youth and women across all project activities.
- Draft reports, minutes and presentations for FNCCI management and stakeholders.
- Contribute to the preparation of monthly, quarterly, semi-annual and annual reports in accordance with the project requirements and compliance standards.
- Provide technical backstopping to provincial and sectoral stakeholders as required.
- Coordinate with consultants, experts and implementing partners under the guidance of the Project Manager.
- Professionally discharge any other tasks assigned by the FNCCI management.

## **Required Qualifications and Experience**

### **Education:**

- Master's degree in economics, Development Studies, Business Administration, Public Policy or a related field.

### **Experience:**

- At least 5 years of professional experience in program or project management, preferably in private sector development, SME promotion, entrepreneurship promotion or related areas.
- Experience in working with donor-funded projects, private sector associations.
- Strong knowledge of Nepal's private sector environment, SMEs and business support services.
- Experience in policy advocacy, event coordination and stakeholder facilitation.
- Exposure to gender and youth empowerment initiatives and environmental sustainability preferred.
- Experience working at the federal, provincial and local level public and private sectors stakeholder is desirable.

### **Skills and Competencies:**

- Excellent organizational and multitasking skills.
- Strong communication, drafting and presentation skills in English and Nepali.
- Ability to prepare reports, briefs and knowledge products.
- Proficiency in MS Office (Word, Excel, PowerPoint) and digital tools.
- Strong interpersonal skills and ability to work in multi-stakeholder settings.
- Willingness to travel frequently to project provinces.
- Strong knowledge on research and studies.

### **Duration and Remuneration**

The position is full-time from November 15, 2025 – December 15, 2027, with a competitive remuneration package aligned with qualifications and experience as per FNCCI project norms.

### **Application Process**

Interested and qualified candidates are requested to submit:

1. A cover letter outlining their suitability for the position.
2. Updated CV with details of qualifications, work experience, and references.

**Deadline for Application:** 18 November 2025

**Email for Submission:** [fncci.hrd@gmail.com](mailto:fncci.hrd@gmail.com)

**Subject Line:** Application for Senior Program Officer -SME Growth Project.

**FNCCI promotes workforce diversity and encourages applications from women and youth.**

Only short-listed candidates will be called for further processing.

**Note:** *FNCCI reserves the sole right to reject any/all applications without providing any reason whatsoever.*