

Vacancy Notice

Federation of Nepalese Chambers of Commerce and Industry (FNCCI)

Position: Project Manager/Team Leader
Project: Enhancing Nepal's Inclusive Business Environment and SME Growth
Duty Station: FNCCI Secretariat, Kathmandu with travel to provinces as required
Duration: November 15, 2025 – December 31, 2027 (*with possibility of extension based on performance and 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.

Geographically, the project will be implemented nationwide with focused interventions in Sudurpaschim, Karnali, and Koshi Provinces.

Roles and Responsibilities

The Project Manager will be responsible for overall project management, coordination, implementation, monitoring, and reporting. The selected candidate will directly work under the supervision of Director General of the FNCCI or a designated representative. Key responsibilities include:

- Lead the planning, implementation, and monitoring of all project activities in line with project objectives, outputs, timelines and donor requirements.
- Manage day-to-day project operations, ensuring smooth coordination with FNCCI leadership, partner organizations, government agencies, and other relevant stakeholders.
- Develop, review and implement Standard Operating Procedures (SOPs), activity guidelines, workplan, activities implementation guidelines, and conduct initial assessment of the selected project components.
- Coordinate closely with federal, provincial, and local governments, as well as FNCCI's local chapters, to ensure alignment of project interventions with local development priorities.
- Ensure effective operationalization of project activities, including timely execution of work plans and achievements of targets.
- Prepare high-quality reports, project progress, presentations, and other required documents as per project need for FNCCI, donor and project stakeholders.
- Contribute and ensure high-quality policy briefs, knowledge products, and other communications materials as per the project requirements.
- Lead, manage, and mentor project staff, consultants and technical experts to ensure efficient delivery of project outputs.
- Facilitate workshops, consultations and multi-stakeholder dialogues at national, provincial and local levels.
- Promote and ensure inclusion and empowerment of youth and women in all project activities.
- Monitor and evaluate project progress, ensure financial and narrative reports accuracy, and grantee compliance with donor and organizational requirements.
- Represent FNCCI and the project at meetings, forums and other stakeholder engagements.
- Provide strategic guidance, problem solving, and decision-making support for successful project implementation.
- Professionally discharge other tasks and responsibilities as assigned by the Director General of FNCCI.

Required Qualifications and Experience

Education:

Master's degree in Economics, Development Studies, Business Administration, Public Policy, Social Sciences or relevant field.

Experience:

- At least 7 years of progressively responsible experience in project management, private sector development, SME promotion, entrepreneurship development or related areas.
- Proven experience in managing donor-funded projects will be an advantage.
- Demonstrated expertise in policy advocacy, public-private dialogue, and stakeholder engagement.
- Prior experience of working with member-based organizations and national and sub-national governments.
- Strong understanding of Nepal's private sector dynamics, SME ecosystem, and business environment.
- Strong understanding of legal compliances on business registration, financial aspects, export rules, regulations, and compliances.
- Prior working experience in facilitating access to finance for agri-SMEs is highly desirable.
- Experience in gender equality, youth empowerment and environmental sustainability programs preferred.
- Prior experience in managing multi-stakeholder projects across multiple provinces is desirable.

Skills and Competencies:

- Strong leadership, organizational, and team management skills.
- Excellent communication, facilitation, and negotiation skills in both English and Nepali.
- Proven ability to coordinate with federal, provincial and local governments.
- Proven ability to prepare high-quality reports, proposals and knowledge products.
- Strong analytical skills with the ability to align project implementation with policy frameworks.
- Strong knowledge of research and studies
- Ability to travel to project provinces as required.

Duration and Remuneration

The position is full-time up to **December 15, 2027**, with a competitive remuneration package as per FNCCI project's 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: 10, November 2025

Email for Submission: fncci.hrd@gmail.com

Subject Line: Application for Project Manager -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.*