

Terms of Reference (ToR)

Project Officer Justice and Rights Institute-Nepal (JuRI-Nepal)

Title:	Project Officer (Full time)
Job level:	Mid-level
Responsible to:	Executive Director, and Admin. Finance Coordinator
Responsible for:	Finance Associate and other staffs
Duty Station:	JuRI-Nepal, Jwagal, Lalitpur (with frequent visit to selected Provinces/Project Districts/locations)

Background:

Justice and Rights Institute- Nepal (JuRI Nepal) established in 2011 working as a non-profit organization and responds to the existing and emerging human rights, accountability and good governance concerns upholding the principles of human rights, gender equality, cherish diversity, advocates zero-tolerance of any type of violence, discrimination and corruption, works independence of any political influence and corporate interest. It brings together human rights professionals with an extensive experience on human rights, rule of law, gender, inclusion, disability and social justice. JuRI Nepal is contributing in policy intervention at provincial and local level.

JuRI-Nepal aims at creating a fair, just and inclusive democratic society where everyone can enjoy their human rights. JuRI- Nepal is going to implement a concourse project focusing youth centric constitutional discourse partnering with an reputed international organization. The project aims to support and strengthen rights and voices of youth and marginalized communities in the constitution. JuRI Nepal is looking for a potential Nepalese candidate to fill the following positions. This position is to lead the project which is based in JuRI Office in Jwagal, Lalitpur with frequent field visit.

Main Purpose of this position:

In case of acquisition of grant, the Project Officer will work as a responsible team member of the project for the organization. S/he will work under the direct supervision of the Executive Director. This position will take lead to prepare plan, lead the project, program coordination, event reporting, preparation of periodic reports and to ensure effective implementation of the project, ensuring the donor compliance.

Key Responsibilities:

- Design, planning, and implementation of program activities in line with strategic objectives.
- Liaise with partners, government entities, and stakeholders to ensure coordination and alignment of project targets.
- Monitor project progress, track deliverables, and support adaptive management through regular reviews.

- Take lead for preparation of reports, and documentation for internal and external audiences. Facilitate dialogues, consultations, meetings of the project and lead the project activities.
- Conduct field visits to support implementation, supervision, and evaluation of project activities.
- Develop ToR to engage thematic experts as required.
- Collect, analyze, and report on data to inform decision-making and program improvement.
- Ensure compliance with donor and organizational policies, including procurement and financial procedures.
- Contribute to knowledge sharing, learning events, and capacity-building initiatives within the team.

Coordination:

- Ensure close coordination with Executive Director (ED), Admin and Finance Coordinator, and other project staff in implementing, monitoring and evaluating the project;
- Work as 'program Focal Person' for the respective project and lead and support to prepare budget and activity plan, efficient communication with implementing partners and funding partner.

Lessons Learnt and Documentation:

- Closely work with the Finance Associate and other staffs to document and share lessons learnt, best practice, key challenges of the project.
- Document/Facilitate collecting case studies, audio videos, photographs and different evidence that can be reported to share project results.
- Create enabling environment to reflect, exchange information and learning experiences among project team and target groups.

Institutional development support to JuRI-Nepal:

- Streamline the project approach and strategies with the overall Strategic Plan and policies of JuRI Nepal, including its GESI and Governance policy.
- Assist/Develop JuRI-Nepal profile, update website, social media page and prepare periodic and annual reports.
- Provide policy inputs to JuRI-Nepal as and when required.
- Build linkages with other projects of JuRI-Nepal to synergize the project results.

Academic qualification and Experiences

- Bachelor's degree in law and International Development, Social Sciences, Public Administration, or a related field (Completion of Master's Degree will be an added advantage/preferred).
- Minimum of 2 years of relevant experience in program/project management and social movements.
- Experience working with CBOs, NGOs, international organizations, or government agencies.
- Working in the areas of youth leadership and development, Women, Dalit and Marginalized Communities will be an added advantage.
- Familiarity with policy dialogues, youth engagement, results-based management, and donor reporting.
- Strong communication, writing, and presentation skills.

- Proficiency in MS Office suite and program management tools.
- Ability to work independently and collaboratively in a multicultural environment.

To apply: Qualified Nepali citizens fulfilling the criteria mentioned in ToR should include a cover letter, and updated CV with two references. The application needs to be received by 17:00 Hrs. of 21st May, 2026 (07 Jestha, 2083) in info@jurinepal.org.np.

JuRI Nepal is committed to diversity and inclusion within its workforce and encourages candidates of diverse backgrounds, women, Dalit, marginalized, sexual and gender minorities, and persons with disabilities to apply. Only short-listed candidates will be called for the subsequent selection procedure. JuRI Nepal reserves all rights to qualify/disqualify applications in any case.

JuRI's Commitment to Safeguarding:

JuRI upholds zero-tolerance policy against Preventing Sexual Exploitation and Abuse (PSEA) and Fraud and Corruption. JuRI's members, personnel and service providers/consultant firm and individual consultant must adhere to the standards. Every Personnel should not have any criminal record and any record of involvement in sexual exploitation and abuse in the past. Similarly, they should not have any record of fraud and corruption. Personnel's should commit and assure that during this contract period and in the future, it shall not associate, engage with, or in any manner connected with activities, interests, or relationships, that could result in an actual or potential conflict of interest or could create the appearance of a conflict of interest or constitute a violation of the Preventing Sexual Exploitation and Abuses (PSEA) and fraud and corruption.