

Wanted for Immediate Hire

South Asian Regional Trade Union Council (SARTUC) is a regional federation of national-level trade unions of South Asia. Established in 1988, SARTUC exists to unite workers organised in free and democratic trade unions of the South Asia region and to afford a means of consultation and collaboration between member trade unions. Currently, it comprises 18 trade union affiliates from six South Asian countries – Afghanistan, Bangladesh, India, Nepal, Pakistan and Sri Lanka – representing around 50 million workers in the region.

SARTUC invites applications from qualified individuals for the following positions to work on the year-long project, ‘Future World of Work and Regional Social Dialogue 2019-2020’:

Programme Officer

Duties & Responsibilities

- Management, operation, coordination, networking, supervision, resource mobilisation and monitoring of the entire project.
- Official correspondence, reporting, project/proposal development, interpretation & facilitation in programmes.
- Overseeing the financial and administrative work of the organisation.

Required Qualifications

- Master’s degree in any of the disciplines of sociology, management, public administration or law.
- Good experience and knowledge of labour-related issues and programme management.
- Strong presentation, communication and writing skills in English.
- Knowledge of accounting, logistics/resource management, and administrative work.

Since the Centre for the Study of Labour and Mobility (CESLAM) at Social Science Baha will provide technical support to the project, the Programme Officer will work closely with CESLAM.

Programme Assistant

Duties & Responsibilities

- Managing the financial and administrative work of the organisation.
- Record-keeping and management, procurement and logistics management.
- Resource management and financial reporting.

Required Skills

- Bachelors’ degree in business administration, business studies or related discipline.
- Experience of financial and administrative management.

Interested candidate can send an application along with an updated CV to the sartuc.kathmanduoffice@gmail.com by close of day 24 November 2019. Only short-listed candidates will be contacted for further selection process. Salaries and other benefits will be as per SARTUC’s rules.