



VACANCY ANNOUNCEMENT

ANSAB (Asia Network for Sustainable Agriculture and Bioresources) is an international non-governmental organization with its headquarters in Kathmandu. Established in 1992, ANSAB is committed to biodiversity conservation and economic development through community-based enterprise oriented solutions. ANSAB has been working in the field of natural resource management and economic development. It focuses its activities on the sustainable use and management of Non Timber Forest Products (NTFPs) supporting community based forest enterprises (CBFEs).

ANSAB is seeking a dynamic, energetic and career-oriented candidate for the position of **Resource Center Manager** to manage its resource center.

The Resource Center manager will undertake over all responsibilities of the resource center and contribute towards fulfillment of its goal through strategic planning, direction, marketing and management of the resource center.

Main Responsibilities

- Managing the day-to-day operations of the Resource Center, including overseeing Resource Centre staff
- Planning, implementation, monitoring, evaluation and reporting of/on projects and services
- Developing training modules and service packages
- Organizing trainings and workshops for various partners, clients, donors, stakeholders and concerned institutions
- Identifying training opportunities and extending services to generate additional revenue for ANSAB's programs
- Marketing the Resource Centre to potential clients and working with the Communications Officer on outreach, publicity, and the creation of promotional material
- Promoting ANSAB's products, publications, and services
- Networking and lobbying with partners, clients, and stakeholders

Essential Skills and Qualifications:

- A degree in marketing, business or accounting. An additional degree in natural resource management or natural sciences would be an added advantage
- Minimum of 5 years of working experience with ability to manage multiple tasks concurrently
- Proven project administration, management, and marketing experience
- Experience designing and coordinating training
- Superior analytical and problem solving skills
- Confident, independent, strong decision making abilities
- Excellent interpersonal, planning, and organizational skills
- Collaborative and team-focused work style

SALARY & BENEFITS

ANSAB provides a basic salary and benefits. This position also has a performance based incentive of 20% of the net profit of the annual income statement of the Resource Centre. Only short-listed candidates will be called for an interview. Priority will be given to local candidates from the project districts.

Qualified Nepali citizens meeting the above requirements may apply along with CV, a recent photograph by November 31, 2008 to: **GPO Box 11035, Kathmandu** or by email to jobs@ansab.org

Qualified female candidates are encouraged to apply. ANSAB is an Equal Opportunity Employer and qualified applicants are considered for employment without regard to cast, race, color, or religion.

Only short listed candidates will be invited for an interview and no telephone enquiries will be entertained.