**Job Title: Executive Director**

**Department**: Management  
**Reporting To**: Executive Committee   
**Location**: Central Office, Balkumari, Lalitpur

**1. Organization Overview**

**Women’s Rehabilitation Centre (WOREC)** Founded in 1991, **Women’s Rehabilitation Centre (WOREC)** is a national level leading NGO working in Nepal from local to global level with feminist values to support and bridge collective actions for women rights and feminist movement. Together with collaborators from a diverse range of feminist human rights movements and networks, WOREC works to advance the rights of women in diversity. WOREC advocates for affirmative structural and social changes influencing national and international actors. WOREC works for the protection and promotion of women's human rights and social justice with the campaigns against violence against women, and women's economic, social and cultural rights. WOREC is active nation-wide by its presence with central office in Lalitpur, provincial and district offices in 6 provinces. WOREC is currently looking for a dynamic and competent candidate to fulfill the position of Executive Director at Central Office based in Balkumari, Lalitpur. The position reports to the Executive Board and is responsible for overall execution ensuring organizational vision, mission, goals and objectives.

**2. Position Summary**

The Executive Director serves as the executive head of the organization, reporting to the Executive Committee. This leadership role is responsible for strategic oversight, operations management and program implementation, staff management, fundraising, external engagement, and ensuring alignment with WOREC’s mission and vision.

**3. Specific Job Functions:**

a. **Leadership & Governance**

* Serve as the main link between the Executive Committee and the organization's management team.
* Represent WOREC in key decision-making processes, both internally and externally.
* Lead the Central Management Committee, facilitating decisions in line with the directives of Executive Committee.
* Uphold organizational vision, mission, and values in all actions and decisions.
* Foster transformational leadership and mentor the team members.

**b. Strategic Management & Organizational Development**

* Oversee strategic planning, implementation, and review processes.
* Ensure alignment of all programs and themes with community needs and organizational goals.
* Lead periodic assessments, reviews, and adjustments to strategy as needed.
* Embrace and lead change management to respond to evolving contexts.

**c. Program and Operations Oversight**

* Guide and supervise all programs, campaigns, and district-level operations.
* Maintain coordination with Operations and Program Manager, District Coordinators, and Thematic Leads.
* Ensure quality, timely, and impactful implementation of activities and projects.
* Support monitoring, evaluation, learning (MEL) processes and data-informed decision-making.

**d. External Representation & Advocacy**

* Represent WOREC at national and international forums, networks, and donor platforms.
* Advocate for women’s rights and social justice through multi-level engagements.
* Promote WOREC’s policy positions and political commitments with stakeholders.

**e. Fundraising & Donor Relations**

* Lead efforts to identify funding opportunities, proposal development, mobilize resources, and develop partnerships.
* Maintain effective communication with funding partners and ensure responsible fund utilization.
* Supervise donor correspondence and guide staff in compliance and reporting.

**f. Human Resource Management & Organizational Culture**

* Ensure effective staff development, motivation, and retention strategies.
* Promote a safe, inclusive, and respectful work environment.
* Lead by example and foster a culture of transparency, accountability, and learning.
* Support Operations Department in HR planning and staff capacity building.

**g. Knowledge, Communication, and Learning**

* Supervise Knowledge and Communication Unit, ensuring quality in publications and messaging.
* Promote learning, innovation, and knowledge-sharing across the organization.
* Ensure that evidence and insights inform advocacy and strategic decisions.

**h. Ethics, Accountability & Compliance**

* Promote and ensure compliance with ethical standards, safeguarding policies, and WOREC’s feminist values.
* Monitor effective and transparent use of organizational resources.
* Support implementation of governance and accountability mechanisms across all levels.

**4. Qualifications**

Master’s or M. Phil. Or PhD in Social Sciences, Management, Economics, Rural Development or related field with good understanding of development sector, rights-based approach, human rights concepts and mechanisms and 7 years working experience in program management and at least three years working experience in leadership position.

**5. Core Competencies**

* Strong strategic leadership and organizational management skills.
* Proven ability to manage multi- sectoral teams across geographically diverse locations.
* Deep understanding of rights-based approaches, women’s rights, and social justice.
* Excellent written and verbal communication in both English and Nepali.
* Sensitivity to gender equality, diversity, and inclusion.
* Resilience and ability to perform under pressure and time constraints.

**6. Organizational Values**

* Accountability – Our commitment to achieving our goals with purpose and focusing on results entails taking ownership of our actions and ensuring that we hold ourselves accountable. We also advocate for accountability among others for their actions.
* Intersectionality: We recognize that gender intersects with other aspects of identity such as race, class, sexuality, and ability, we emphasize on addressing multiple forms of discrimination and oppression.
* Empowerment: We facilitate empowerment of women, girls and marginalized community to have control over their own lives, choices, and bodies, free from societal constraints and expectations.
* Social Justice: We advocate for a more just and equitable society, challenging systems of power and privilege that perpetuate inequality.
* Inclusiveness – We value diversity and believe that every individual, irrespective of visible or invisible distinctions, has something valuable to contribute.

For details, kindly visit <http://www.worecnepal.org/career>. Qualified candidates (only women - of diversity) are encouraged to send updated CV along with cover-letter to  [vacancy@worecnepal.org](mailto:%20vacancy@worecnepal.org) by 25 August 2025.

***This is women only position. Women in all diversities are welcomed to apply. Only the short-listed candidates will be called for the selection processes. No telephone calls will be entertained.***