

**नेपाल नगरपालिका संघ**  
**Municipal Association of Nepal (MuAN)**

**Municipal Association of Nepal (MuAN) announces a vacancy to appoint a Municipal Regional Learning Centre (RLC) Officer**

- Work as a focal point of MuAN to coordinate and interwork with Municipalities & strengthen activities of RLCs.
- Collect Municipal Profile, Need Assessment etc. and follow-up, develop and update Photo Bank etc.
- Disseminate publications i.e. VoC, Newsletters, letters & others as required and follow up.
- Organize general briefing and information sharing rounds with municipalities.
- Visit municipalities and exchange on local challenges and national level issues.
- Report on a monthly basis to MuAN regarding developments and requirements at local level and provide recommendations on issues to be raised with GoN.
- Engage and exchange with government agencies and representatives of development partners present at regional level.
- Support coordination with CD-Mun project activities at regional level and engage in CD activities for focus and satellite municipalities under CD-Mun.
- Support RLC planning in identification of topics, dates and participation in consultation with municipalities.
- Collect and compile key data on municipalities and forward to Information and Networking Coordinator.
- Follow-up on membership payment by municipalities.
- Provide content to Voice of Cities publication.