

# **CURRICULUM VITAE**








## **Mailing address:**

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**Nationality:** Nepali  
**Date of Birth:** January 31, 1988  
**Marital Status:** Married  
**Sex:** Male  
**Blood Group:** 'o' Positive  
**Advocate Licence No.:** I have  
**Driving Licence No.:** I have

***Name: Puspa Raj Joshi***

Qualification	S.N.	Education Institute	Degree	Division	Remarks	
	1	University Campus TU Kirtipur, Ktm Nepal	M. A.	First	Social / Political Science	
	2	University Campus TU Kirtipur, Ktm Nepal	M. Ed.	Second	English	
	3	Nepal Law Campus, TU Kathmandu, Nepal	LL. B.	Second	Law	
	4	Mahendra Ratna Campus Tahachal, TU Ktm Nepal	B. Ed.	Second	English	
General Working Experiences and skills	I have sound knowledge on the matter of legal issues and documentation, social mobilization, proposal and report writing, data analysis by using statistical software Excel and SPSS, development of research tools, staff mobilization, records keeping, preparing daily, weekly, monthly, quarterly, half yearly and annual reports; establish the better coordination with concern stakeholders, budget tracking, project design and management, monitoring and evaluation of the project. <b>Duty for Success (Competence &amp; Value) :</b> Integrity and ethics                      Interpersonal skills Dedication                                      Applying technology Learning    Integrity Proactive    Collaboration Teamwork    Building Trust Totality    Communication & Comments					
Trainings	 One day course on “ <b>Data analysis with SPSS</b> ” organized by Economics Students’ Society (ECOSS) on 10 <sup>th</sup> October 2020.  One month online course on “ <b>Advocacy for Human Rights Education</b> ” organized by Council of Europe from 29 <sup>th</sup> June to 29 <sup>th</sup> July 2020.  Two days training on ‘ <b>Leadership &amp; Advocacy Tools</b> ’ organized by Child Watabaran Center Nepal.  Two days training on ‘ <b>Data Management and Documentation</b> ’ organized by Migrant Forum in Asia.  One week ‘ <b>Capacity Building Training on Community mobilization</b> ’ organized by Good Neighbors Nepal Yakantakuna, Lalitpur Nepal.  Three months ‘ <b>Office Automation (computer) Training</b> ’, Aakash Computer Center, India.  Three months ‘ <b>Intensive English Course</b> ’, from Global English Language Center Mahendranagar, Kanchanpur Nepal.					
Language Proficiency	Language	Skills	Fluency			
			<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>
	Nepali	Speaking				
		Reading				
		Writing				
	English	Speaking				
		Reading				
		Writing				

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	Writing																		
Present Working Experience	<p><b>Position:</b> Legal Executive <b>Employer:</b> Zegal International <b>Location:</b> Jawalakhel Lalitpur, Nepal <b>Period:</b> November 18, 2019 to till the date</p> <p><b>Major Responsibilities:</b></p> <ul style="list-style-type: none"><li>Legal advice, legal aids, paralegal supports and court proceeding as per needs.</li><li>Overall responsible for legal content in the organisation’s data base and maintaining accurate records of valuable legal information.</li><li>Draft, verify, research, overlook and prepare legal documents as per need.</li><li>Draft, edit and have overlook the legal documents received from clients and make sure for automation.</li><li>Create and update spreadsheets as part of the legal contract and automation process and organize and maintain proper documentation.</li><li>Maintain proper database and retrieve data from the database or electronic files as requested.</li><li>Perform regular backups to ensure data preservation into google drive and the app.</li><li>Overall monitoring and evaluation of the team, prepare progress reports and reporting.</li></ul>																		
Past Work Experience	<p><b>Position:</b> Data Assistant <b>Project:</b> Teacher Education Program in Nepal: Reorienting Policies and Practices <b>Employer:</b> Tribhuvan University, Faculty of Education, Dean Office, Nepal <b>Location:</b> Home-based, Nepal <b>Contract Period:</b> 12 March to 26 May 2023</p> <p><b>Major Responsibilities:</b></p> <ul style="list-style-type: none"><li>Prepare data entry sheet as per the nature of the data.</li><li>Receive survey forms from the Principal Investigator, code and enter the quantitative data (Teacher Survey, Student Survey and Observation checklists) in SPSS software.</li><li>Data cleaning, coding, validation, verifying and organization.</li><li>Assist data analysts with data extraction, transformation, and loading.</li><li>Run queries and conduct basic statistical analysis.</li><li>Help to prepare and format reports as well as presentations based on data analysis findings.</li></ul>																		
Past Work Experience	<p><b>Position:</b> Consultant <b>Employer:</b> Asian Research &amp; Training Institute (ARATI) Nepal <b>Location:</b> Bijulibazar Kathmandu, Nepal <b>Period:</b> November 02, 2018 to November 15, 2019</p> <p><b>Major Responsibilities:</b></p> <ul style="list-style-type: none"><li>Overall planning, development, management, research, implementation, monitoring and evaluation of the programs.</li><li>Identify funding opportunities through project design, concept note and proposal writing.</li><li>Conduct different qualitative and quantitative research activities and prepare report.</li><li>Develop concerned forms and formats for information collection, data collection, analysis and reporting.</li><li>Observe management and monitor of the daily operations and activities of the organization.</li><li>Facilitate monthly review and planning meeting and help all staff in preparing the weekly plan.</li><li>Develop monthly, quarterly and annual work/ action plan and share with Director and board.</li><li>Conduct monitoring, observation and follow up visits to the project locations as required.</li><li>Coordinate and collaboration with local level of government and relevant government authorities and CSOs for all the program activities.</li><li>Design and develop different training programs, training plans, material, plans and policies with collaboration of local government as per their needs.</li><li>Work with quite collaboration and coordination with local level of government for planning, designing and organizing trainings and further assistant in need.</li><li>Build an excellent team spirit and create an enabling environment for organization team.</li><li>Orient and engage the team members in achieving the goals of the project and organization.</li><li>Identify key gaps in the organization and suggest in improving the project activities through appropriate actions.</li><li>Prepare the progress report and reporting of the programs of different time periods.</li></ul>																		

<b>Past Work Experience</b>	<p> <b>Position:</b> Project Coordinator  <b>Project:</b> Safer Migration (SaMi project)  <b>Employer:</b> Pravasi Nepali Coordination Committee (PNCC)  <b>Location:</b> Kathmandu Nepal  <b>Period :</b> September 06, 2017 to October 31, 2018 </p> <p> <b><u>Major Responsibilities:</u></b> </p> <ul style="list-style-type: none"> <li>✚ Responsible for effective implementation of the safer migration project.</li> <li>✚ Prepare work plans &amp; budget for the effective implementation of the project.</li> <li>✚ Prepare the donor report of the project of different time periods, case study/ stories and timely reporting.</li> <li>✚ Effective project management including planning, implementation, monitoring and evaluation.</li> <li>✚ Execute day to day function of the project including budget and project data base.</li> <li>✚ Overall management and supervision of the project budget &amp; financial activities.</li> <li>✚ Policy level advocacy with the government agencies and other likeminded agencies/organizations.</li> <li>✚ Organize, coordinate and facilitate all the activities of the project for the benefits of labour migrants' rights.</li> <li>✚ Maintain and ensure labour standards, migrants rights, human rights and human anti-trafficking.</li> <li>✚ Support the organization in identifying funding opportunities and building partnership and linkages with institutional donors, foundations, multilaterals government and corporates.</li> <li>✚ Conduct evidence based advocacy on the issues of human and labour rights violation and labour migrants issues.</li> <li>✚ Coordinate and manage good and interpersonal relationship with government and non-governmental organizations, recruitment agencies and persons necessary for effective implementation of the project.</li> <li>✚ Coordinate with and supervise subordinates for implementation of the activities planned under the project.</li> <li>✚ Monitor and supervise all the staffs under the project in the central office, outreach office Qatar and Malaysia and also progress of the activities on the basis of the work plans and action plans.</li> <li>✚ Ensure programs are implemented, reviewed, regularly monitored and evaluated in consultative and participatory manner.</li> </ul>
<b>Past Work Experience</b>	<p> <b>Position:</b> Program Officer  <b>Project:</b> Approach Dept. (Advocacy, Prevention &amp; Outreach)  <b>Employer:</b> Child Watabaran Center Nepal (CWCN)  <b>Location:</b> Kathmandu Nepal  <b>Period :</b> August 18, 2015 to September 05, 2017 </p> <p> <b><u>Major Responsibilities:</u></b> </p> <ul style="list-style-type: none"> <li>✚ Monitor the performance of the staffs under the department APPROACH- Advocacy, Prevention and Outreach.</li> <li>✚ Plan execute and monitor all the activities under the department (MHS, awareness, field visits, all the prevention activities on child rights issues and child right and protection.</li> <li>✚ Provide technical inputs to increase the efficiency of the program outputs.</li> <li>✚ Conduct periodic internal monitoring and evaluation of the project and prepare minutes and reports.</li> <li>✚ Coordinate with hospital, other similar projects, likeminded organization and government offices to bring more effectiveness in programs.</li> <li>✚ Coordinate with likeminded organizations to advocate for the activities to prevent the drop out of children onto street, prevent children with possible hazards.</li> <li>✚ Plan, execute and monitor the media advocacy program and seek ideas to bring it more to the level of beneficiaries.</li> <li>✚ Monthly, half yearly and yearly reporting of the projects and checking the financial report of the organization.</li> <li>✚ Execute timely staff appraisal of the employees and the responsibilities comply the respective offices to do so within each projects.</li> <li>✚ Keep track of annual holidays planning, staff's vacation request and other leaves as requested by the staffs.</li> <li>✚ Take initiatives to keep track of monthly employees' movement and increase efficiency.</li> <li>✚ Introduce new ideas, interventions programs for the overall development of the department.</li> <li>✚ Design, mobilize resources and execute employees training and capacity to make sure that CWCN employees are equipped with latest knowledge and skills to perform their jobs.</li> <li>✚ Conduct the monthly Budget and expenses follow up under the department.</li> <li>✚ Check the budget requisition under the department and forward it to executive director for the approval.</li> </ul>

<b>Past Work Experience</b>	<p><b>Position:</b> Teacher cum Social Mobilizer</p> <p><b>Project :</b> Humla Community Development Project</p> <p><b>Employer:</b> Good Neighbors Nepal</p> <p><b>Location:</b> Humla Nepal</p> <p><b>Period :</b> July 23, 2014 to June 15, 2015</p> <p><b><u>Major Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>✚ Co-ordinate with SMC, PTA, Teachers, VDCs and other concerned stakeholders.</li> <li>✚ Coordinate with communities and schools (community partnership and network building).</li> <li>✚ Support and facilitate for sanitation and safe drinking water in schools and community.</li> <li>✚ Support for child focused school education environment and program.</li> <li>✚ Support and facilitate to cooperative groups for livelihood enhancement.</li> <li>✚ Mobilize the community people for different awareness and income generating activities in community level.</li> <li>✚ Plan and organize different awareness activities related to education and sanitation.</li> <li>✚ Distribute different educational support materials to the students and schools.</li> <li>✚ Facilitate the community people to register them under DADO, DLSO and other concerned line agencies.</li> <li>✚ Organize training for school teachers, students and cooperative groups/members to diversify the IGP products or to produce value added products.</li> <li>✚ Link up the producers groups/cooperatives to the potential markets.</li> <li>✚ Prepare different periodic progress reports including monthly, trimester, and annual reports.</li> <li>✚ Facilitate to community people for their emergency relief (sponsored family).</li> <li>✚ Encourage community cooperative groups to involve in income generating activities.</li> <li>✚ Encourage parents for compulsory schooling for their children, specially marginalized ones.</li> </ul>
<b>Past Work Experience</b>	<p><b>Position:</b> Field Coordinator</p> <p><b>Project:</b> Women Health Program</p> <p><b>Employer:</b> PACE Nepal Jumla</p> <p><b>Location:</b> Jumla Nepal</p> <p><b>Period:</b> April 17, 2012 to May 30, 2014</p> <p><b><u>Major Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>✚ Develop positive environment to assure women's access to FP/IUCD service without constraints.</li> <li>✚ Coordinate with the district office, district government authorities to garner support and cooperation for the smooth implementation of the program (DDC. DPHO, DAO, DADO. DLSO, DEO) based on standard operation procedures and plan.</li> <li>✚ Conduct advocacy meetings, BCC for demand generation towards IUCD/Implant and MA service.</li> <li>✚ Establish and maintain a network of service providers for quality service delivery of IUD/Implant services based on standard operation procedures and plan.</li> <li>✚ Implement the outreach programs and activities for quality and effectiveness of women rights and the project.</li> <li>✚ Implement interpersonal communications and safety campaign in the community level.</li> <li>✚ Conduct clinic support day and quality assurance clinic support day in order to insert IUCD to clients.</li> <li>✚ Increase awareness on women and maternal health and safe abortion method.</li> <li>✚ Organize health and sanitation awareness activities in the community.</li> <li>✚ Prepare monthly, half yearly and annual progress report and reporting.</li> <li>✚ Organize awareness activities on personal hygiene and environmental sanitation at the local level schools and community.</li> </ul>
<b>Professional Societies</b>	<p><b>Executive board member:</b></p> <ul style="list-style-type: none"> <li>✚ Universal Center for Excellence in Research and Counselling, Nepal</li> </ul>
<b>Publication and Participation</b>	<p><b>Published Article:</b></p> <ul style="list-style-type: none"> <li>✚ Joshi, D. R., Neupane, U., Sharma, K. P., Joshi, B. R. &amp; Joshi, P. R. (2019). Digital Devices on Learning Management System and its Consequences on Physical and Mental Health among University Students in Nepal. <i>Janaki Medical College Journal of Medical Science</i>, 7(2), 17-26. <a href="https://doi.org/10.3126/jmcjms.v7i2.30690">https://doi.org/10.3126/jmcjms.v7i2.30690</a></li> <li>✚ Neupane, U., Joshi, D. R., Joshi, P. R., Chaudhary, S., Chaurasia, L., Sha, L., &amp; Giri, S. (2020). Knowledge, Attitude and Practice towards Novel Corona virus (COVID-19): A Cross-Sectional Study among Social Media Users in Nepal. <i>Janaki Medical College Journal of Medical Science</i>, 8(1), 14-22. <a href="https://doi.org/10.3126/jmcjms.v8i1.31552s">https://doi.org/10.3126/jmcjms.v8i1.31552s</a></li> </ul>

- ✚ Joshi, D. R., Neupane, U. & Joshi, P. R. (2021). Synthesis Review of Digital Frameworks and DEPSWALIC Digital Competency Framework for Teachers from Basic to University Level. *Mathematics Teaching Research Journal*, 13 (2), 108-136. <https://commons.hostos.cuny.edu/mtrj/wp-content/uploads/sites/30/2021/07/v13n2-Synthesis-Review-of-Digital-Frameworks.pdf>

**Proceeding Article:**

- ✚ Legal Provisions on Right to Food in Nepal: Opportunity and Challenges.

**Workshop:**

- ✚ Two-day workshop on “LaTeX” organized by UCERC Nepal from 27-28 June 2020.
- ✚ One-week Online Research Workshop on “R and Academic Writing” organized by UCERC Nepal from 10-15 July 2020.

**Past Teaching Experience**

SN	Position	Employer	Duration	
			From	To
1.	Secondary English Teacher	Jyoti Academy Sitapaila, Kathmandu	Baishakh, 2067	Chaitra, 2068
2.	Lower Secondary English Teacher	Little Climbers English School Swoyambhu, Kathmandu.	Baishakh, 2065	Chaitra, 2066

**Major Responsibilities:**

- ✚ Teach to school students.
- ✚ Prepare teaching materials.
- ✚ Ensure effective participation of children in session plan and encourage them to participate in discussions.
- ✚ Assist to school administration for quality and effective education system.
- ✚ Prepare daily, weekly, monthly and yearly plan.
- ✚ Organize and Facilitate SMC and PTA meetings.
- ✚ Participate in different teacher training programs.
- ✚ Facilitate to the school level teachers for better teaching.
- ✚ Monitor and evaluate overall school activities.
- ✚ Conduct different co-curricular activities.

**Declaration**

I, the undersigned hereby declare that all the above information furnished by me is true, if I get an opportunity I can prove my capabilities and prove to be an asset of the organization.

**References**

<b>Ganesh Rawat</b> Executive Director ARATI, Nepal Contact No.: +977-9851124964 E-mail: <a href="mailto:grawat.nepal@gmail.com">grawat.nepal@gmail.com</a>	<b>Buddha Singh Kepchhaki</b> PDC and HR Committee Member PNCC, Anamnagar, Kathmandu Contact No.: +977-9841417066 Email: <a href="mailto:buddha7066@gmail.com">buddha7066@gmail.com</a>	<b>Smita Shrestha</b> Legal Manager Zegal International Contact No.: +919810364718 E-mail: <a href="mailto:smita.shrestha@zegal.com">smita.shrestha@zegal.com</a>
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