Date: 6th Dec., 2019

Director,

Nepal Water for Health

Kathmandu, Nepal

Sub.:- Application for Deputy Director

Dear Sir/Madam,

It is with both enthusiasm and high expectations that I apply to you for your recently advertised Deputy Director vacancy. Based on my skills, knowledge and experience, I confidently feel that I am the best possible candidate for this post. On top of this, your position seems to perfectly match my ambition, drive and desire to work for a well-regarded organization. I graduated from Tribhuvan University with a Bachelor of Civil Engineering and did master in Business Administration (MBA) from Japan major in Finance & Management.

At present, I am working in The Palladium Group as a National Programme Manager where i am responsible for the day-to-day management and operational aspects of organization including producing progress reports, budget and expenditure data, providing support to cross cutting themes such as communications, risk management, GESI mainstreaming and ensuring sound financial and budget management. In addition, i am also accountable for maintaining effective coordination and work relationships with program areas/team members and stakeholder such as strategic partnerships with three spheres of government, civil society, academician and research institutions, private sectors, and development partners. Worked at Office of DDC, Dhading and NGOs, I proved myself as a skilled and a professional coordinator who was capable of overseeing both the front-end and back-end operations of complicated and interdependent tasks. I have gained strong experience in operations, annual planning, budgeting process, reporting, and accountability and learning systems in order to ensure quality, efficiency, and effectiveness of service delivery. I have also maintained good working relation with government, private sector, development partners and civil society.

In addition to the specific abilities and job experience listed above, because of my international exposure, I adapt quickly to new environment and I have worked effectively with different personalities. I am confident that my combination of practical work experience and solid educational background has prepared me for making a contribution to above mention organization. I am most willing to provide any further information at your request. I am looking forward to discussing my suitability for the above position at an interview.

Yours sincerely,

Lalit Kumar Shah