



Profile of Sai Om Job Support Training Center (SOJSTC)

Name	: Sai Om Job Support Training Center (SOJSTC)
Established	: Friday, 3 Shrawan 2058 B.S. (Friday, 19 July 2002)
Pvt. F.N.	: 21680/81
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Brief introduction of SOJSTC

Sai Om Job Support Training Center (SOJSTC) was established in 2002 A.D. as a not-for-profit professional institute. It is committed to improve the management practices of individuals as well as of institutions through a wide range of professional services. It promotes individuals' careers by enhancing capability for management development and skill development. The SOJSTC is a center of excellence providing affordable, accredited and quality training and development opportunities to organizations, businesses and their frontline staff. Our approach helps public and private sector institutions to build and strengthen their ability to address Nepal's most pressing challenges.

SOJSTC, a training center working to tackle interlinked management and social development issues, provides a substantial community of learning which draws on the latest, evidence-based experience from the field. *Operating as a social enterprise, all income from the Center is channeled into SOJSTC's charitable, public benefit activities.*

Vision

To help individuals and organizations develop skills and transform their knowledge management for better performance in the community.

Philosophy

SOJSTC firmly believes that individuals are behind the success of all successful families and organizations. It is the individual, his/her motivation, dedication, commitment, confidence and capability that determine the success or failure of family and organization. SOJSTC helps the individual to recognize her/his strengths and build on them to improve his/her effectiveness. Our entire activities are based on these beliefs and accordingly, our focus is on:

1. The individual's relations with the location in which she/he lives and works, and

2. The individual's contribution towards healthy growth and sustainability of the family and organization.

Goals

Generally, all SOJSTC activities aim at attaining these major objectives, they are:

1. To assist individuals to significantly improve their effectiveness in ways that will enable them to achieve defined objectives, and
2. To encourage organizational members to develop and improve their personal skills and resources to enable them to work effectively and efficiently in their organization.

Services

The services we provide can broadly be categorized as follows:

1. Management and Development (Organizational Capacity Development)
2. Training (Individual's knowledge and skill development)
3. Other services (Strategic Planning, Assessment, Impact Study, Manual Writing and Translation, Group/Team Facilitation and Moderation)

Work experience

1. Consultancy service provided to organizations

1. Conducted and wrote Organizational Impact Study of Nepal Disabled Association, Jorpati, Nepal
2. Wrote Sphere Project's Field Practitioner Handbook in Nepali for DPNet-Nepal
3. Wrote Parliament Information Pak on DRR for DPNet-Nepal
4. Organized Resource Mobilization, Fund Rising, Project Proposal, Project Management, Report writing training for Association of Family Planning Nepal, Lalitpur
5. Organized Result Based Monitoring and Evaluation cum Knowledge Management Training for The Poverty Alleviation Fund Nepal's support Partner Organisation of Sindhupalchok.
6. Organized various types of Disaster Management related training (Women Involvement in Disaster, Community Leaders Involvement in Disaster, First Aid, Project Management, Leadership, Proposal Writing etc.) for Chatrapati Free Clinic and UNDP, Kathmandu
7. Wrote Ward Level Disaster Management Plan of Kathmandu Metropolitans, Chatrapati Free Clinic and UNDP, Kathmandu
8. Wrote Ward Level Disaster Management Plan of 5 and 8 Ward of Kirtipur Municipality for Community Development Society-Nepal, Kirtipur
9. Organized Project Management and Project Proposal writing training to Association of Sherpa Nepal, Kathmandu
10. Assisted to LUMANTI on Vulnerable Capacity Assessment for Kirtipur Municipality
11. Organized training of NGO Management to LUMANTI, Kathmandu
12. Facilitation service provided to LUMANTI in Community Based Disaster Management Training.

13. Organized training on Capacity Development for Kirtipur Multiple Cooperative Ltd, Kirtipur
14. Assisted in School WASH Training Program and Writing Training of Trainers Manual Book for Integrated Development Society Nepal (IDS-Nepal) and UNICEE
15. Organized training on Cooperative Management for Sahara Multiple Cooperative Ltd, Siraha
16. Organized Small Business Promotion Training for Microtech M & E Pvt. Ltd, Kathmandu
17. Organized Business Motivational Training for Khadga Bhawani Saving and Credit Cooperative Ltd., Kirtipur
18. Wrote Strategic Plan and DRR Strategic Plan of Tuki Association Sunkoshi, Shindhupalchok
19. Wrote Strategic Plan of Community Development Society-Nepal, Kirtipur, Nepal.
20. Wrote Development Plan of Kirtipur Sub-Chapter, Nepal Red Cross Society.
21. Wrote Strategic Plan, Financial and Employee Policy and Procedure, Service Procedure of Resilient Nepal, Kathmanu, Nepal
22. Wrote Strategic Plan of Kirtipur Volunteer Society, Kathmanu, Nepal
23. Develop a Concept of Greater Kirtipur for Resilient Nepal, Kathmandu Nepal.
24. Organized Office Management and Administrative Training for Nepali Congress Kathmandu District Committee, Kathmandu

2. Training and development services provided to individual

1. Human Resource Management
2. Institutional Development
3. Resource Mobilization (local)
4. Management, Strategic Management, Planning and Development of Human Resource
5. Social, Emergency and Health Service Development Plan (Project Planning and Implementation)
6. Training Development (for volunteer and staff in DRR, IHL, HV, FP, Management, Coaching and Counseling, Stress management and others)
7. Manage and organize training program
8. Planning, monitoring, reporting, documentation and communication system of the project.
9. Gender and diversity, people management, facilitation and coaching
10. Management Development Training Package develop
11. Gender Sensitization Training Develop
12. First Aid

3. Publication

1. To Be Happy & Healthy: Good Health Naturally, Dr. Tek Raj Joshi
2. Organizational Development , Sudarshan Prasad Nepal

Advisor position

1. Kirtipur Municipality Disaster Management Committee, Kirtipur, Kathmandu
2. Kirtipur Volunteer Society, Kirtipur, Kathmandu
3. Kirtipur Sub-chapter, Nepal Red Cross Society, Kirtipur, Kathmandu

Advisor and team member

1. Advisors

1. Mr. Tirtha Raj Onta, Former Executive Director of Nepal Red Cross Society, former Lecture of TU, former Secretary General of Nepal Disabled Association and Kathmandu Valley Public Library and former Head of Delegate of ICRC in Myanmar
2. Prof. Subash KC, Former Dean of Kathmandu University, School of Management.
3. Prof. Dr. Shree Krsishna Shrestha, Former Head of Central Department of Public Administration, Tribhuvan University, Former Chair & Chief Education Director of Institute of Business and Management Studies (IBMS) and Founding Chairperson of Pro Public
4. Dr. Tarak Bahadur KC, Former Deputy Executive Director, Nepal Administrative Staff College
5. Dr Linet Arthur, Principal lecturer at Oxford Brookes University, Oxford, United Kingdom

2. Experts

1. Mr. Akarshan Pradhan, ML&IS- TU, NVQ Level 3 from UK and Associate of Chartered Institute of Personnel and Development of UK: Managing Director of SOJSTC, Former Director of Community Development Department/Human Resource Management Department/Human Resource Development Institute of Nepal Red Cross Society. Thirty five year work experience in community development, project management, organizational development, human resource management, NGO management, disaster risk reduction, training and development, research, policy making and consulting
2. Pradeep Adhikari, MPH, working as freelancer, Eighteen year work experience in public health management, community development and consultant service.
3. Dr. Karnakhar Khatiwada, Working as Lecture, Central Department of Linguistics, Tribhuvan University. One decade work experience in teaching, translation and edit of English, Nepali and Hindi.
4. Dr. Krishna Devkota, Engineering Geology, Kyungpook National University, South Korea working as Senior Engineering Geologist: Soil Test Pvt. Ltd., Kathmandu, Nepal; Disaster Risk Management Specialist of Nepal Red Cross Society and Terrasense Switzerland AG; Technical Specialist of Asian Disaster Preparedness Center (ADPC) and Senior Researcher of National Disaster Management Institute

5. Ms. Lila Khanal, MA in Economic, TU: working as Senior Officer of Human Resource Management Department, Nepal Red Cross Society: Twenty year work experience in water sanitation and hygiene, community development, human resource management, human resource development institute and training and development, and training manual writing.
6. Mr. Prajwal Man Pradhan, MARD, TU. Lecturer of Central Department of Rural Development, TU and PhD scholar. Fourteen years' experience on teaching in Rural Development in Tribhuvan University
7. Mr. Rajendra Shrestha, MPA, MA in Sociology, TU: Twenty five year work experience with government, non-government and private institutions in water, sanitation and hygiene (WASH) sector with funding of international donors for planning, managing, implementation, supervision, monitoring and evaluation and studies.
8. Mr. Rupendra Maharjan, MARD, TU; working as an individual consultant and executive coach/facilitator with particular expertise in strength-based leadership development, research, psychosocial counseling, team building, training of trainers (TOT), life skills, developing training manual handbooks, culture transformation and strategic planning, workshops, coaching and consulting to help specially leaders learn to bring out the best of people, teams, and organizations worked in a variety of arenas.
9. Mr. Anil Maharjan, MPH, TU; working as Senior Officer of Disaster Management Department of Nepal Red Cross Society: Twenty year work experience in blood transfusion service, disaster risk reduction, Human Resource Development Institute and Training and Development and research
10. Mr. Kristal Pradhan, MBA-Finance, PU: Former Finance Officer of Nepal Anti-Tuberculosis Association (NATA) and DPNet-Nepal, now working as Assistant Relation Manager in Laxmi Bank Pvt. Five year work experience in finance.

Management structure

