



NEPAL RED CROSS SOCIETY
National Headquarters
Vacancy Announcement

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Nepal Red Cross Society (NRCS) is one of the largest humanitarian organization in Nepal working for vulnerable people throughout the country, and those in need of humanitarian assistance in time of disasters. In response to the 25 of April 2015 Earthquake, Nepal Red Cross Society has been implementing recovery operations in most affected fourteen districts. Efforts are being made to address recovery needs in other districts as well. Therefore, Nepal Red Cross Society is intended to fill up the following position immediately.

Vacancy No. 1 Position : Deputy District Program Coordinator

Duty station	:	Sindhupalchok District
Required Number	:	2
Contract	:	Up to December, 2017 with possible extension
Minimum Qualifications	:	Master's in any discipline
Experience	:	At least five years of experience with government or non-governmental organizations
Job Purpose	:	To coordinate with District Program Coordinator, WASH, Health and Livelihood technical staff at the NRCS district Chapters, and local communities to ensure the success of an ongoing capacity building/training project for building-back-safer, and to transfer insights and lessons learnt into the planning and setup of the shelter construction project.

Vacancy No. 2 Position : Livelihood Officer

Duty station	:	Sindhupalchok District
Required Number	:	1
Contract	:	Up to December, 2017 with possible extension
Minimum Qualifications	:	Bachelor Degree in agriculture or forestry or Business Management or any other related field
Experience	:	At least two years of experience in income generation, self-help group or livelihood in rural and urban context.
Job Purpose	:	To translate strategies of livelihood framework into operational activities by planning, designing, implementing and monitoring of NRCS responses.

Vacancy No. 3 Position : Health Officer

Duty station	:	Sindhupalchok
Required Number	:	1
Contract	:	Up to December, 2017 with possible extension
Minimum Qualifications	:	Bachelor's degree in Public Health
Experience	:	At least two years of working experience in Health Sector
Job Purpose	:	Work Closely with the District Program Coordinator, other stakeholders including expatriate partners to translate health strategies into operational activities by designing, planning, implementation and monitoring of NRCS recovery activities

Vacancy No. 4 Position : Violence Prevention Officer

Duty station	:	Kavrepalanchok District
Required Number	:	1
Contract	:	Up to December, 2017 with possible extension
Minimum Qualifications	:	Bachelor's degree in Sociology or any discipline
Experience	:	Training on protection (PSS, Social Worker, child protection/Gender or relevant experiences

Job Purpose : Work closely with the district program coordinator, expatriate staff and program team members for designing, implementing and monitoring of Violence prevention activities.

Vacancy No.	5	Position : IM & Data Management Assistant
Duty station	:	Gorkha District
Required Number	:	1
Contract	:	Up to December, 2017 with possible extension
Minimum Qualifications	:	+2 in Computer Science
Experience	:	At least 1 years of working experience in similar field
Job Purpose	:	Closely work with district program team to Support, design and implement a comprehensive database for data collection and management that meets the information needs of ERO and that can feed into existing systems, including the partner-Wide Monitoring and Reporting System without duplicating existing systems.

Vacancy No.	6	Position : Data Collection Assistant
Duty station	:	Sindhupalhcok District
Required Number	:	1
Contract	:	Up to December, 2017 with possible extension
Minimum Qualifications	:	+2 in any discipline
Experience	:	At least 1 years of working experience in similar field
Job Purpose	:	Closely work with district program team to Support, design and implement a comprehensive database for data collection and management that meets the information needs of ERO and that can feed into existing systems, including the partner-Wide Monitoring and Reporting System without duplicating existing systems.

Interested candidates are requested to follow applications procedures as given below:

- i. Send application along with latest CV to the following email address: vacancy@nrccs.org no later than 2nd of March 2017
- ii. Applications sent in emails other than the above will not be entertained
- iii. Please clearly mention position title in your application which position you are applying for
- iv. One person can apply for only one position. All applications will be disqualified if s/he apply for more than one position
- v. All job description for above mentions positions could be downloaded from Nepal Red Cross Society's website: www.nrccs.org. further information can be accessed in NRCS website
- vi. Only shortlisted candidates will be contacted for further processes
- vii. Telephone calls or email enquires will not be entertained in relation to this announcement
- viii. Age bracket for non-technical positions (Vacancy No. 1, 2, 4 & 6) is 21 to 35 years for male and 21 to 40 years for female by the last day of application submission date. For technical position (vacancy No. 3 & 5) age bracket is 21-40 years for all.
- ix. Women and marginalized groups are encourage to apply