



DanChurchAid – Vacancy Announcement

DanChurchAid (DCA) is a faith-based, Danish non-missionary organization. We work for the poor, vulnerable and socially excluded communities and believe in life before death. In Nepal, we are involved in several thematic areas with our work focusing on resilient livelihood and sustainable food security, active citizenship, and humanitarian response and DRR (Disaster Risk Reduction).

DanChurchAid (DCA) is looking for enthusiastic women candidates from disadvantaged and marginalized communities keen to build foundation for challenging and rewarding professional career in an international development environment through DCA's Program.

1. Communication Assistant: The position will support the Communication Officer of SARO. S/He will assist in producing documents, audio visual materials, social media content, web page content, publications, case studies and all other visibility and communication material of SARO. The incumbent position will also be responsible for assisting in organizational branding, media engagement, writing case stories, updating social media and website among other responsibilities. S/He will support the communication officer with visitor and volunteer management as and when required. The position is based in Kathmandu.

Required qualifications and competencies: Bachelor degree in a relevant subject (preferably in English and journalism/communication) with some years of relevant work experience and fluent English and Nepali language skills. The required competencies include ability to work in an organized and responsive manner, good knowledge in database management, excellent communication skill (written and spoken) in both English and Nepali, web content management and social media skills. Prior experience in handling volunteers and visitors will be an advantage. Candidates with video/photo skills will be will be a value addition.

To apply : <https://www.danchurchaid.org/join-us/jobs/national-vancancies/communication-assistant-nepal>

2. Admin Associate – Intern

The position will work under the supervision and guidance from Office Manager. She will support for front desk management, inventory management, and travel and ticket arrangements and provide administrative/secretarial support.

The selected women candidate will be offered a non- renewable internship contract for the positon of Admin Associate – Intern for 2 years. This is Kathmandu based positon



Required qualifications and competencies: Bachelor's degree in related field. Excellent verbal and written communication skills both in English and Nepali, good command in computer, knowledgeable in office administration procedures and front desk management.

To apply: <https://www.danchurchaid.org/join-us/jobs/national-vancancies/admin-associate-intern>

The candidate must have personal commitment to social equity and equal rights and opportunities and adhere to the staff policies of DCA on Sexual Harassment and Anti-Corruption. DCA South Asia Regional Office needs people with excellent interpersonal communication skills and a good sense of humour and team spirit. Willingness to be flexible is essential.

Deadline for application is 25 February 2018. Only short-listed candidates will be contacted. Please mention the position you are applying for in subject line.

For information about DCA visit www.danchurchaid.org