



Country Delegation Nepal, Red Cross Marg, Tahachal, Kathmandu. Phone: 5385843, 5386100

VACANCY ANNOUNCEMENT

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization providing assistance without discrimination as to nationality, race, religious belief, class or political opinion. The office's role is to support the Nepal Red Cross Society (NRCS) in delivering humanitarian services to the most vulnerable. More information on the organization and its activities can be obtained from the following website:

www.ifrc.org

Position: Finance and Admin Assistant for IFRC- Danish Red Cross

Qualification : Higher Secondary education in Management (+2) or equivalent qualification, Bachelor's Degree Preferred

Experience : Up to 3 years of experience in Finance, Administration, and Logistics

Responsibilities:

The Finance and Admin Assistant is responsible to provide administrative and financial support to the IFRC/DRC CO; with a specific focus on ensuring that operations/services are delivered to quality, and deadline. As required, S/he will be called to travel to areas where DRC is supporting programs/projects.

The Finance and Admin Assistant will support and collaborate with other members of the DRC CO, as well as coordinate with counterparts in relevant departments of the NRCS, IFRC, and its members, as well as act as the points of contact with suppliers of goods and services.

Interested applicants should submit their CV accompanied by a cover letter demonstrating how their experience is relevant to the specific technical requirements and details of the job duties and responsibilities mentioned in the job description no later than 04th January 2023. Detailed job responsibilities for the position can be obtained from the following website:

<http://www.jobsnepal.com/employer/international-federation-of-red-cross-and-red-crescent-societies-ifrc/8923>

The Federation is an equal opportunity employer and women are highly encouraged to apply. *The IFRC reserves the right to decide on the candidates and only shortlisted candidates will be contacted for the selection process.*