



# Vacancy Announcement

**Date of Publication: December 21, 2022**

Human Development and Community Services (HDCS) is a non-profit, NGO working in health, education and community development since 1991. It currently manages three hospitals in different districts of Nepal. HDCS is looking for committed and service-minded Nepali citizens for the following vacancies.

Please see detailed description and access to application portal at [www.hdcsnepal.org/career](http://www.hdcsnepal.org/career)

Please apply **before January 01, 2023** and only shortlisted candidates will be contacted for the interview.

**Working station: HDCS Head office Kathmandu with frequent visits in the project site.**

**Post : Project Coordinator DRR (Anticipatory Action)**

**Vacancies : 1**

**Qualifications and experience :**

- Bachelor's degree or equivalent with specialization in the field of Medical Health Emergency, Project Management, DRR, Administration, Social Science, Health, Environmental Science, Economics, or other.
- Minimum 3 years of work experience in the area of project management and/or DRR in development sector

**Post : Monitoring Evaluation Accountability & Learning (MEAL) Officer**

**Vacancies : 1**

**Qualifications and experience :**

- Bachelor's degree or equivalent with specialization in fields such as Administration, Project Management, Engineering, IT Programming, Social Science, Health, Environmental Science, Economics, or other. Course work in data analysis, programming, etc are expected.
- Highly autonomous working style & Strong analytical problem-solving mindset

**Apply here for all above positions: <https://bit.ly/3Wfe5ut>**



**Head Office:**

PO Box: 8975, EPC : 1461  
HDCS Marg, Lalitpur Metropolitan-18 Nepal  
Tel: +977-(0)1-5015062, 5015213  
Email: [info@hdcsnepal.org](mailto:info@hdcsnepal.org)  
Website: [www.hdcsnepal.org](http://www.hdcsnepal.org)

**Projects:**

\* Chaurjahari Hospital Rukum (CHR)  
\* Namuna Community Hospital (NCH)  
\* Gunjaman Hospital Chitwan (GHC)  
\* Public Health Program (PHP)

\* Asha Bal Bikas Sewa (ABBS)  
\* Kathmandu International Study Center (KISC)  
\* KISC EQUIP  
\* Afno F.M. 104.8 (CoRIN Radio Project)

## Working station: Chaurjahari, West Rukum

**Post : Project Coordinator DRR Medical Response**

**Vacancies : 1**

**Qualifications and experience :**

- Bachelor's degree or equivalent with specialization in the field of Medical Health Emergency, Project Management, DRR, Administration, Social Science, Health, Environmental Science, Economics, or other.
- Minimum 3 years of work experience in the area of project management and/or DRR in development sector

**Post : Finance Officer**

**Vacancies : 1**

**Qualifications and experience :**

- Bachelor's degree or above in management or finance accounting or similar
- Previous finance & admin work experience in development agency/hospital preferred

**Post : Medical Officer**

**Vacancies : 1**

**Qualifications and experience:**

- MBBS or higher medical degree from any medical college and NMC registered
- Work experience as a medical officer, self-motivated, interest in emergency medicine

**Post : Staff Nurse**

**Vacancies : 1**

**Qualifications and experience:**

- PCL Nursing or above passed from recognized institute and NNC registered
- Experience on as ICU/Ambulance medical service is advantage

**Post : Health Assistant**

**Vacancies : 2**

**Qualifications and experience:**

- HA course with at least 1.5 year's work experience and NHPC registered.
- Experience on as ICU/Ambulance medical service is advantage

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**Post : Paramedic Staff**

**Vacancies : 1**

**Qualifications and experience:**

- CMA course with 3 year's work experience and NHPC registered.
- Experience as emergency medical situation will be given a priority.

**Apply here for all above positions:** <https://bit.ly/3Wfe5ut>



**Working station : Chaurjahari, West Rukum**

**Post : Driver**

**Vacancies : 2**

**Qualifications and experience:**

- Must be in possessing of the current Nepali driving licenses category „B & F“ is must and having additional category A and G would be an advantage
- Experience on working as an ambulance and mini truck driver in medical services would be given priority

**For the position of driver apply here:** <https://bit.ly/3YzyllV>



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