

## Vacancy Announcement for International Relations Advisor (Volunteer)

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Human Development and Community Services (HDSCS) is a faith-based NGO working in three main sectors of health, education, and community development since 1991. Currently, it manages various projects across Nepal, especially in rural regions and provides services through hospitals, health camps, public health programs, disaster preparedness and response, school development programs, teacher training, educational daycare centres for special needs children and community radio stations. HDSCS is committed to attracting and retaining the best employees from all ethnicities, gender and backgrounds in our vision to transform the communities.

<b>Job Title</b>	International Relations Advisor
<b>Organization</b>	HDSCS-Chaurjahari Hospital Rukum
<b>Location</b>	Chaurjahari, Rukum and Kathmandu Office
<b>Contract Type</b>	Full-time, Renewable contract
<b>Salary Range</b>	No Compensation (Volunteer Position)
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Develop and implement appropriate strategies to attract necessary funding, in liaison with the ED, Administrative, Finance and Project Teams as appropriate.</li> <li>• Networking and building meaningful relationships with existing and potential partners.</li> <li>• Ensure that proposals and reports are of high quality and are developed in accordance with HDSCS' strategy and mission, and partners' requirements</li> <li>• Training staff to ensure effective partner relationship management</li> <li>• Ensure that transparency and integrity is always maintained in relationships with partners.</li> </ul>
<b>Required Qualifications</b>	Master's or equivalent degree
<b>Work Hours</b>	48 hours/week + on-call duty rotation
<b>Application Open Date</b>	August 17, 2025
<b>Application Deadline</b>	August 31, 2025
<b>How to Apply</b>	Send CV, academic certificates, license copies, copy of passport to <a href="mailto:recruitment@hdcsnepal.org">recruitment@hdcsnepal.org</a>
<b>Contact Person</b>	Mr. Sudip Adhikari, Admin and HR Manager