

Vacancy Announcement for Health and Management Trainer (Volunteer)

Established in 1991, Human Development and Community Services (HDACS) is a faith-based NGO working in sectors of health, education, community development, and disaster management. Currently, it manages various projects across Nepal especially in rural regions and provides services through hospitals, health camps, public health programs, school development programs, teacher training, special needs education centres, community radio stations, and community led disaster management approaches. HDACS aims to improve the quality of health services and education facilities for impoverished communities and increase access to quality health care, education and livelihood opportunities for the poor and underprivileged without discrimination. HDACS is committed to attracting and retaining the best employees from all ethnicities, gender and backgrounds in our vision to transform the communities.

Job Title	Health and Management Trainer
Organization	HDACS-Chaurjahari Hospital Rukum
Location	Chaurjahari, Rukum (West)
Contract Type	Full-time, Renewable contract
Salary Range	No Compensation (Volunteer Position)
Additional Benefits	N/A
Job Description	- Understand the needs of HDACS programs and projects for donor funding. - Work with Program and Project Managers in defining needs with clear objectives and outcomes. - Coordinate with other staff as required to fully comprehend organizational needs. - Research potential donors who may be interested in funding HDACS programs. - Make communication with donors to establish potential, finding out the best way to relate to each donor. - Write concept papers, proposals and associated documents as required by different donors. - Follow up on leads and proposals until they fulfill their purpose or they are rejected. - Coordinate with Finance department in the proper channeling of funds
Required Qualifications	- Postgraduate - Minimum 3 years work experience
Work Hours	48 hours/week
Application Open Date	July 01, 2026
Application Deadline	July 15, 2026
How to Apply	Send CV, academic certificates, license copies, copy of passport to recruitment@hdacsnepal.org
Contact Person	Mr. Sudip Adhikari, Admin and HR Manager