



Vacancy Announcement

CARE Nepal is an international humanitarian organization working in the country for the past 39 years. It currently works in 60 districts through various programs on issues relating to improving the lives of the poorest and most vulnerable populations through programs that work on the following themes: food security and climate change; emergency preparedness and DRR; migration and urbanization; sexual reproductive and maternal health; gender based violence; women and girls' leadership. Marginalized Women and Adolescent Girls are our two primary impact groups. Core priorities include investment in the empowerment and leadership of women and girls, reaching hard to reach population, good governance and accountability, working in partnership and alliance with like-minded actors, and evidence-based advocacy.

CARE Nepal hereby invites applications, for the below mentioned positions, from interested Nepalese candidates.

1. Advocacy and Communications Officer (2 positions based in Kathmandu)

Key responsibilities:

The Advocacy and Communications Officer (ACO) will be responsible for supporting the advocacy and communication initiatives of CARE Nepal while strengthening CARE Nepal's internal and external communications and manage the publication of important promotional materials related to CARE Nepal. One of these positions will directly contribute to the overall CARE Nepal initiatives while the other will focus specifically on the advocacy and communication initiatives of the adolescent girls program under the LEAD component of CARE Nepal. The incumbent will also build the capacity of staff and partners in the field of communication and advocacy in order to strengthen our program impact and our image among donors, government, NGO/CBO partners, media and the communities. The incumbent will collaborate with Advocacy and Communication Manager and others to support the development and implementation of communication and advocacy work to achieve CARE's organizational objectives. This position includes working closely with CARE Nepal programme staff, partners, other CARE International members, the Asia Regional Management Unit (ARMU), the secretariat of CARE International, and CARE's representatives to the EU and UN.

Preferred Qualifications and Experience:

Bachelor's degree in media, communications, advocacy, sociology, politics or other relevant field with a minimum of 3 years experience in relevant field of work, e.g. communication, journalism, information management, public relations and media.

2. Documentation and Communications Officer, Hariyo Ban Program (based in Pokhara)

Key responsibilities:

The Documentation and Communication Officer will document good practices, success stories, learnings, Human Interest Stories, photographs, video documentaries and other information and disseminate among relevant stakeholders at different levels. S/he will orient field team on a regular basis to document best practices, case stories, photographs and other changes observed through our efforts and interventions. S/he will also assist in compilation of Project / Program Information & Impact Reporting System (PIIRS), analysis and report preparation. S/he will assist in enriching the program quality based on project data and information analysis. The incumbent will closely work with the Team Leader, Monitoring and Evaluation Officer, communication team of HBP II, consortium partners, specialists and field staff to ensure proper documentation and communication system is in place at various levels. The incumbent will also coordinate and closely work with CARE Nepal's communication team, Knowledge Management & M&E Manager and IT unit for reporting.

Preferred Qualifications and Experience:

Bachelor's Degree in Environment, Development Studies, Journalism, Social Science, Rural Development, Community Development or any relevant subject with at least 3 years of working experience in documentation and communication in development projects/program.

Interested candidates are encouraged to obtain the detailed Job description from our website at www.carenepal.org and fill the **Online Application Form**. The last date for submitting the application is **17:00hrs, 25 April 2017**.

In addition to the Online Application form, please send an application and a recent CV to apply@care.org

Please indicate the position title while applying for on the subject of your application

Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

"CARE Nepal is an equal opportunity employer. We encourage candidates of diverse background, women and differently abled, to apply"