



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 a possible position of HR Associate from interested and qualified Nepalese candidates.

HR Associate (based in Kathmandu)

Key responsibilities:

The Human Resources Associate, under the supervision of the HR & OD Coordinator, will be responsible for all aspects of the human resource issues including general communication, recruitment and selection, preparation and management of employee contracts, maintenance of all HR records, providing payroll input to Finance unit, employee relations, induction planning and organizing workshops and training.

Preferred Qualifications and Experience:

Bachelor's Degree in Human Resource Management or a related field with a minimum of 2 years of relevant experience in a similar field. Prior experience in human resource management in development organization is desirable.

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 June 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"