



## Vacancy Announcement

CARE Nepal is an international humanitarian organization working in the country for the past 40 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; 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 and qualified Nepalese candidates.

### **Grants and Sub Grants Manager (based in Kathmandu)**

#### ***Key responsibilities:***

The Grants and Sub Grants Manager provides close support to Program Development Team on preparing cost proposal budgets and provides stakeholders the appropriate financial reports / analysis, to enable effective budget management and monitoring of actual expenses against budgets. The incumbent will also be responsible for the overall management of the sub grant financial monitoring function.

#### ***Preferred Qualifications and Experience:***

Master's degree in relevant area with at least 5 years of relevant experience in budgeting/cost proposal development, reporting, audit or financial monitoring function in a development organization.

### **Partnership and Accountability Manager (based in Kathmandu)**

#### ***Key responsibilities:***

The Partnership and Accountability Manager is the Country Office's key strategic position to ensure Donors, Government and CARE's compliances on sub-grant management. The incumbent provides strategic support to develop purposeful relationships with partner organizations, local government, CI members, Award Management Solution of CARE USA and different programs & program support departments. This position is responsible to ensure that program quality and accountability interventions at every level is streamlined.

#### ***Preferred Qualifications and Experience:***

Master's degree in relevant area with at least 5 years of relevant experience in partnership, accountability, sub grants management with a sound knowledge on donor regulations especially related to sub grants, including USAID, DFID and various other bilateral aid agencies. Working experience with various government agencies, bilateral donors, private foundations and contractors desired.

Interested candidates are encouraged to obtain the detailed Job description from our website at [www.carenepal.org](http://www.carenepal.org) and fill the **Online Application Form**. The last date for submitting the application is **17:00hrs, 20 February 2018**.

In addition to the Online Application form, please send an application and a recent CV to [apply@care.org](mailto: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”***