



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; 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 position from interested Nepalese candidates.

1. Communication and Documentation Officer (based in Kathmandu)

Key responsibilities:

The incumbent will be responsible for supporting the Country Director (CD) and other Senior Management Team (SMT) members of CARE Nepal in management and organization of CARE Nepal's internal communications and representation with external stakeholders. S/he will also work closely with the ACD Program Support, ACD Program and Advocacy and Communications Manager and the Communications Team to support country office information and file systems, and prepare communications materials for representation purposes. The incumbent will also work very closely with the Country Director in preparing talking points, briefing packets, presentations and translation of various documents. Additionally s/he will be responsible for carrying out analysis on current media climate and conduct media and on line research of issues and topics to support our programming and advocacy issues. S/he will provide consecutive translation for the CD at meetings and during field visits, support the SMT and Senior Leadership Team (SLT) with note taking and preparation of meeting minutes and internal staff communications. S/he will represent CARE at external meetings and help to coordinate other CARE staff participation and representation, and will provide feedback on meeting content to relevant CARE management staff as needed.

S/he will need to collaborate with all CARE staff, partners and/or other CARE International members, the Asia Regional Management Unit (ARMU), the secretariat of CARE International to as required.

Preferred Qualifications and Experience:

Bachelor's degree in any relevant field, preferably in mass communications. Minimum 3 years' experience in a similar position in a development organization. Demonstrated experience in documentation in both English and Nepali language. Previous experience in conceptualizing and designing communication materials would be an added advantage.

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, 20 October 2018**.

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”

CARE places human dignity at the centre of its relief and development work. At the heart of CARE's efforts to impact poverty and social justice is its engagement with marginalized communities, and vulnerable adults and children. Vulnerable adults and children are particularly at risk of sexual exploitation and abuse. CARE commits to the protection from sexual harassment, exploitation and abuse (PSHEA) of vulnerable adults, involving CARE Employees and Related Personnel. CARE has a zero tolerance toward sexual exploitation and abuse and child abuse. CARE takes seriously all concerns and complaints about sexual exploitation and abuse and child abuse involving CARE Employees and Related Personnel. CARE initiates rigorous investigation of complaints that indicate a possible violation of this policy and takes appropriate disciplinary action, as warranted.