



## Vacancy Announcement

CARE Nepal is an international humanitarian organization working in Nepal for the past 32 years. It currently works in 38 districts through its 17 projects on issues related to improving the lives of the poor and vulnerable and socially excluded populations. Our programs focus on women empowerment, natural resources and equity & justice.

CARE Nepal invites application from interested candidates for the following positions.

### 1. Finance Controller (FC): (1): Grade 5; based in Country Office, Kathmandu

**Major Responsibilities:** As Finance Controller (FC), s/he will be responsible for development, coordination and administration of CO plans for proper recording, documentation, control, monitoring and reporting of financial operations. S/he works closely with the Country Director and Senior Management to ensure that a partnership is developed between Finance, Program and Administration. S/he assumes responsibility for implementation of donor rules and regulations at the CO level. S/he is an integral member of the CO Senior Management team.

**Required qualifications, skills and competencies:** Certified Public Accountant, Masters Degree in Accounting, Finance or Business Management or equivalent. Considerable senior management level experience in a similar job may offset some of these academic requirements. Minimum 5 years experience as a controller or equivalent experience in development field with very strong accounting and finance knowledge; analytical skills; attention to details; ability to work effectively under time pressure; strong business partnering skills with ability to influence CO senior staff; proactive individual with ability to offer structured guidance; proven experience of training finance and non finance staff; demonstrate awareness and sensitivity to gender and diversity; ability to use computer to run MS office software packages; excellent team player and team building capacities; good understanding of NGOs and development principles.

### 2. The Psychosocial Officer (PO): (1): Grade 3; based in Bharatpur Cluster Office

**Major Responsibilities:** The PO will be primarily responsible for implementing psychosocial component of Shubha Yatra Project and its implementing areas are namely Makwanpur and Rupandehi District of Nepal. S/he will also be responsible for capacity building and supervising of Community Based Psychosocial Peer Educators. S/he will work closely with implementing partner organizations, local/regional/national NGOs, networks and other similar organizations, for advocacy of migrant women issues which are affecting on women's psychosocial wellbeing. S/he is responsible to develop cross referral mechanism among different safe migration and anti-trafficking related organizations for providing emergency support to returnee and deportee women received from various cross border points of Nepal. S/he works on rehabilitation, reunion and reintegration of returnee and deportee women as well.

**Required qualifications, skills and competencies:** Bachelor Degree in sociology/ psychology or alternatively, a combination of relevant experience and training in this field. At least 2 years of direct work experience in social work, have worked in settings with protection issues such as battered women, rape victims, family/domestic abuse and trauma/post care. Experience in working with women general counselling and networking; good knowledge of issues regarding psychosocial support to Nepali Migrant Workers; awareness of empowering appropriate techniques and approaches for group psychosocial work with women; experience in managerial supervision and or mentoring of psychosocial counsellor or psychosocial worker; experienced of Community based psychosocial counselling to survivors; commitment to dealing with issues of safe migration and trafficking; training/capacity building skills orientated towards groups; excellent communication, interpersonal and team building skills. Local residence preferred.

Interested candidates are requested to use the **application form and job description** available at [www.carenepal.org](http://www.carenepal.org) and send the complete form electronically or handwritten along with an application letter by **January 26, 2012**.

**Addressed to:**  
**The Human Resources Manager,**  
**CARE International Nepal, PO Box 1661**  
**Kathmandu, Nepal**  
**OR**

via email: [apply@np.care.org](mailto:apply@np.care.org)

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

Only short-listed candidates will be contacted. Telephone enquiries will not be entertained.  
**CARE is an equal opportunity organisation which also believes in promoting affirmative action. We encourage people from diverse background and experiences to apply.**