

Vacancy Announcement for Project Coordinator

Caritas Nepal (CN) is a non-profit organization solely devoted to the service of the poor, most disadvantaged, and marginalized people irrespective of caste, creed, ethnicity, and nationality. With the vision of creating peaceful, equitable and just society, where there is solidarity among people and respect for human dignity, Caritas Nepal works on the sectors of social justice and community development, disaster risk management, sustainable livelihoods, child protection, migrants, refugee and anti-trafficking, emergency and recovery supports as well as advocacy on social concerns.

Position Title: Project Coordinator

Position Code: CN-CRS-RAPID-2026-PC

Job Level: Senior-Level Management

Reports To: Head of Program / DMD Manager

Duty Station: Caritas Nepal Head Office, Kathmandu (with 30% field travel to project locations-Nuwakot, Rasuwa and Dhading)

1. Job Summary

Caritas Nepal, with funding support from CRS, is implementing the Bhotekoshi Flood Response Project across Rasuwa, Nuwakot, and Dhading districts. We are inviting applications from qualified and dynamic Nepalese citizens for the following position:

Required Qualifications & Experience

- Master's Degree in Project Management, International Development, Humanitarian Studies, Social Work, Civil Engineering, or a related field.
- Minimum 5 years of progressive experience in large scale multilateral donor funded project. Emergency humanitarian response management experience with USG/DOS-funded projects preferred.
- Proven track record in managing multi-district field operations, grant compliance, and financial budgets.
- Excellent leadership, team management, and communication skills in both English and Nepali.

Safeguarding & Protection Clause

Caritas Nepal is committed to creating a safe and protective environment for all children, young people, and vulnerable adults. We maintain a strict **Zero-Tolerance Policy** against fraud, corruption, sexual exploitation, abuse, and harassment (PSEA). The selected candidate will be required to sign and adhere to our Safeguarding Code of Conduct and undergo a comprehensive background and reference check.

Job Description

Click the given link for full Job Description: <https://tinyurl.com/pcbhotekoshi>

How to apply:

You are required to rename CV as Job Code_First.Name_Last.Name. Email subject should contain the applied designation else will not be accepted.

You are required to fill up the job application form. Please click the link below. (Mandatory)

[Caritas Nepal Job Application form for Project Coordinator Bhotekoshi Flood Response – Fill out form](#)

Interested applicants meeting the criteria are requested to send the documents (application letter, updated CV with references, and a recent photograph) to **vacancy@caritas.org.np**.

- **Closing Date:** September 12, 2026
- **Urgent Emergency Requirement (Rolling Basis):** Due to the urgent operational nature of this response, applications will be reviewed on a **rolling basis**. Screening and interviews will begin immediately, and the vacancy may close before the deadline if a suitable candidate is identified.

Caritas Nepal is an equal opportunity employer. Qualified women, persons with disabilities, and candidates from marginalized backgrounds are highly encouraged to apply.

Caritas Nepal promotes its principles, strategies, policies, and procedures on Safeguarding (including Child Safeguarding and Protection from Sexual, Exploitation and Abuse), and Safety & Security and all applicants must adhere to Caritas Nepal's key policies and procedures.