Caritas Nepal -Roster Vacancy Notice

Project: Bhotekoshi Flood Response and Short-Term Recovery Project (24 months)

About Caritas Nepal (CN)

Caritas Nepal is a leading national non-governmental humanitarian organization established in 1990. It is dedicated to poverty reduction, community development, social justice, and emergency disaster relief, serving vulnerable communities across Nepal regardless of caste, creed, religion or gender, while upholding strict humanitarian principles and safeguarding policies.

Project Background

The **Bhotekoshi Flood Response and Short-Term Recovery Project** is implemented by Caritas Nepal to address the urgent humanitarian and early recovery needs of flood-affected populations across Nuwakot, Rasuwa, and Dhading districts. The multi-sectoral initiative covers emergency shelter, WASH, livelihoods, MHPSS, and DRR.

Notice Regarding Roster Vacancies

Caritas Nepal invites applications from qualified and experienced Nepali citizens for the following positions to be maintained on a Roster Vacancy basis. Recruitment will be conducted on an as-needed basis, dependent upon project phasing, field requirements, and final budget approval. **This is a rolling vacancy announcement; applications will be reviewed on a regular basis until the positions are filled. Final deadline of the vacancy is 15th October 2026.**

5. Position: MEAL & Documentation Officer-2 positions-(Head Office)

- **Summary & Duties:** Ensures robust MEAL across interventions. Implements digital data collection (Kobo/CommCare), IPTT tracking, DQAs, community feedback mechanisms (FCM), and Post-Distribution Monitoring (PDM).
- **Requirements:** Bachelor's Degree in Statistics, Social Sciences, Development Studies, or Information Management with min. 2–3 years of humanitarian MEAL experience.

Click the link to apply: https://forms.cloud.microsoft/r/XENspXBf8c

Jobe Description: https://drive.google.com/file/d/1CZ-flNuhq3a8GGFa3KcdwSMvbYoi1jqg/view?usp=sharing