

Caritas Nepal -Roster Vacancy Notice

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

Organization: Caritas Nepal

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.

19. Position: Administrative Officer -1 Position (Head Office)

- **Summary & Duties:** Manages general office administration, facility maintenance, travel/hotel bookings, workshop logistics, asset registers, and official correspondence.
- **Requirements:** Bachelor's Degree in Business Administration or Management with min. 3 years of general administration/logistics experience.

Click the link to apply: <https://forms.cloud.microsoft/r/D3yGq79SyF>

Job Description: https://drive.google.com/file/d/1RrMkIiF56ombEQBhx0HvqatXNqV-MYv/view?usp=drive_link