



**The United Nations Population Fund (UNFPA)
is looking for qualified candidates for following positions for Regional and District Offices**

Vacancy No. UNFPA/Nepal/2010/01 (NO-B): Regional Development Coordinator - 3 posts (Field based: Mahottari, Dang and Dadeldhura)

Eligibility: The applicant should have advance University degree in public health, social sciences, management or related discipline; eight years of progressively responsible professional working experience (with multi-sectoral team of experts) at district level in leading, coordinating, planning, management, monitoring and evaluation of social and economic development programmes/projects; good knowledge of office management, multi tasking and reporting; understanding of technical cooperation in reproductive health, gender, population and development and humanitarian assistance programmes; good research and analytical skills; and understanding of complex socio-cultural, political and economic issues.

Vacancy No. UNFPA/Nepal/2010/02 (SB-4/I): Gender and Social Inclusion Officer – 3 posts (Field based: Mahottari, Dang and Dadeldhura)

Eligibility: The applicant should have Master's degree in social sciences, gender, management, public/business administration, population or rural development; five years of progressively responsible professional working experience (with GoN system, I/NGOs, CBOs) at district and community level in gender sensitive and human rights based planning, management, monitoring and evaluation; experience in research, training, facilitation; good understanding of complex socio-cultural issues; technical cooperation in reproductive health, gender, population and development and humanitarian assistance programmes.

Vacancy No. UNFPA/Nepal/2010/03 (SB-4/I): Health System Strengthening Officer– 3 posts (Field based: Mahottari, Dang and Dadeldhura)

Eligibility: The applicant should have Master's degree in health (including medicine and public health) or social sciences, management, public/business administration, population, development studies; five years of progressively responsible professional working experience (with GoN system, I/NGOs, CBOs) at district and community level in planning, management, monitoring and evaluation in the areas of gender, social inclusion, human rights, research, training, facilitation; good understanding of complex socio-cultural issues; technical cooperation in reproductive health, gender, population and development and humanitarian assistance programmes.

Vacancy No. UNFPA/Nepal/2010/04 (SB-4/II): District Officer – 12 posts (Field based: Mahottari, Dang, Dadeldhura, Saptari, Rautahat, Kapilvastu, Sindhuli, Udayapur, Rolpa, Rukum, Pyuthan, and Bajhang)

Eligibility: The applicant should have advanced University degree in health (including medicine) or social sciences, management, public/business administration, population, development studies; five years of progressively responsible professional working experience at district in planning, management, monitoring and evaluation; good understanding of complex socio-cultural issues and technical cooperation in reproductive health, gender, population and humanitarian assistance programmes.

Vacancy No. UNFPA/Nepal/2010/05 (GS-5): Administrative/Finance Assistant – 3 posts (Field based: Mahottari, Dang and Dadeldhura)

Eligibility: The applicant should have higher secondary school in management, business administration or related fields; 5 years experience with GoN/UN, private sector; good knowledge of administrative, logistics administration and financial management systems of the Government/UN both at the national and field levels; proven ability and experience of using Microsoft Office applications; basic knowledge of accounting package and working experience with UN system will add value.

Vacancy No. UNFPA/Nepal/2010/06 (GS-2): Driver – 7 posts (Kathmandu-1; Field based-6: Mahottari, Dang and Dadeldhura)

Eligibility: The applicant should have primary education; valid driver's license; 5 years working experience with GoN/UN/INGO; knowledge of driving rules and regulations; chauffeur protocol and courtesies; awareness about local roads and conditions; workable communication in English; skill in minor repair of vehicle; ability to operate VHF and HF, awareness of UN standard procedures and past experience with UN/UNFPA will be taken as added advantages.

Comprehensive information on detailed job description, competency profile and education/experience and requirements can be found at: <http://www.unfpanepal.org>.

UNFPA offers an attractive compensation package commensurate with the level of position. The package includes competitive net salary, health insurance and other benefits.

How to apply: Candidates must complete a Personal History Form (P-11) and attach a resume. The P-11 form can be downloaded from <http://www.unfpanepal.org>. Please send your applications **only by email** to jobs.nepal@unfpa.org clearly marking **Vacancy Number and Post in the Subject of your email**.

Deadline for applications: Friday, 5 March 2010. Applications received after the deadline will not be accepted. UNFPA will only respond to applicants in whom we have further interest.

Women, Dalits, Janajatis, Madhesis, people with disabilities, and other minorities are especially encouraged to apply.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. UNFPA is a non-smoking environment.