



Administrative Officer

- **Vacancy for:** 1
- **Posted on:** March 19, 2018
- **Deadline:** March 26, 2018, 11:55 p.m.

Career Opportunities with HRRP Nepal

The Housing Recovery and Reconstruction Platform (HRRP) was established to support the Government of Nepal and Partner Organisations (POs) with coordination of the post-earthquake housing reconstruction led by the National Reconstruction Authority (NRA). The HRRP is currently led by CRS Nepal and has been approved for its third phase that will run until end of February 2019.

Job Location: Kathmandu

No. of Positions: 1

Key Qualifications Required:

- Bachelor's degree in Business Administration or relevant field with minimum of 2 years work experience in fleet, procurement, administration function, logistics etc.
- Human Resources experience preferred
- Staff management experience and abilities that are conducive to a learning environment a plus
- Proficiency in MS Excel, Outlook, Word

Applying Procedure

A detailed job description for the above positions can be obtained by contacting CRS Human Resources Office at HRNepal@crs.org. Please apply by sending a CV with a cover letter to HRNepal@crs.org by close of business on **26 March 2018**. In the subject line, please indicate the position you are applying for.

Applicants for the positions listed below must be Nepalese citizens with excellent written and spoken English and Nepali. Experience in international or governmental programmes is desirable. A detailed job description for each position can be obtained from the CRS Human Resources Office at HRNepal@crs.org.

Only short-listed applicants will be contacted and reimbursement of lodging and transportation will be provided for the shortlisted candidates who travel from districts outside of Kathmandu Valley for written test and interview.

CRS is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali Society. Applicants from disadvantage caste, under-represented ethnic groups, persons with disabilities and women are especially encouraged to apply. CRS Nepal provides many benefits for its staff members including staff development opportunities, paid maternity and paternity leave, nursing hours for nursing mothers, per diems for the child of the staff when staff travel out of the station on official business etc.

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