



Head of Office (HoO)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** March 24, 2017, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : top
Job Location : gorkha
Offered Salary : None

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

- Minimum 5 years' work experience in development and/or emergency programs.
- Master's degree in a related field, such as management, business administration, HR or other relevant field; significant experience in a directly related field will be considered in lieu of graduate degree.
- This position oversees operations in the CRS Gorkha office and is responsible for security, admin, logistics, communications and other day-to-day operations.

A detailed job description for the above position 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.

Only short listed applicants will be contacted. 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.

Job Description

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Applying Procedure

Apply Link : <https://merojob.com/head-of-office-hoo-2/>

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