



Project Coordinator: Disaster Risk Management

- **Vacancy for:** 1
- **Posted on:** Nov. 12, 2017
- **Deadline:** Nov. 19, 2017, 11:55 p.m.

Job Location: Lalitpur

Vacancy Code: PCDRR

Education and Experience

- Masters Degree in Agriculture, Environment Science, Disaster Management, Sociology or related subject
- At least 7 years' experience at Officer or Senior Positions in Livelihood, DRR and Agriculture
- Documentation and Analytical skills
- Familiar with data analysis, M&E tools and techniques
- Excellent communicating and report writing skills in English and Nepali
- Excellent analytical skills with ability to make sound judgement and decisions
- Very good planning, coordination, monitoring and organizational skills
- Proactive, resourceful, solutions-oriented and results oriented
- Ability to work collaboratively as a team leader
- Computer Literacy- Words, Excel, Access

Please note: Positions are either field based or involves extensive travel to villages / rural areas where living conditions are minimal. Only those willing to travel and committed to serving the communities in rural settings need to apply. Caritas is an equal opportunity employer and encourages women/members of marginalized communities / disadvantaged groups to apply. You are required to rename CV as [Code_First.Name_Last.Name](#). Email subject should contain the applied designation else will not be accepted.

Applying Procedure

Interested candidates can send their application with detailed Curriculum Vitae (CV) to vacancy@caritas.org.np **4.00 PM on 19 November 2017** Only shortlisted candidates will be contacted for written examination. Telephonic enquiries will not be entertained. The decision of Caritas Nepal will be final. Caritas Nepal has right to cancel this vacancy at any time.

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