



Trainee Administrative Assistant

- **Vacancy for:** 1
- **Posted on:** July 25, 2018
- **Deadline:** Aug. 17, 2018, 5 p.m.

Qualification:

Bachelor's Degree in Business studies .A sound Knowledge in accounting /book keeping required
Computer skills in Excel and word are essential .Must be able to write and speak in English .Submit application by August 17,2018

Peace Corps NEPAL

VACANCY ANNOUNCEMENT

Short term contract positions are available for Nepali citizens who would like to support the U.S. Peace Corps Volunteer Pre-Service Training (PST). Applicants must be willing to live in a village outside of the Kathmandu valley from approximately the second week of January 2019 through second week of April 2019 (selected candidates must work at the training site during festivals & holidays that occur during training period). This is a project-based contract and is renewed as needed. Candidates selected for these positions who receive satisfactory performance reviews can be renewed for up to four future assignments options without competition.

Training Administrative Assistant (TAA):
Bachelor's Degree in Business studies. A sound knowledge in accounting/book keeping required. Computer skills in Excel and word are essential. Must be able to write and speak in English. Submit application by August 17, 2018.

Training Site Secretary (TSS):
Must have a Higher Secondary Education level degree. Able to communicate in oral and written English. Must have excellent computer skills, must be proficient in Microsoft Office (word, outlook, excel). English and Nepali typing is preferred. Submit application by August 17, 2018.

Training Driver:
Must have working knowledge of English, High School or Vocational School Diploma preferred. Must have valid Driving License. Minimum 3 years work experience, with driving on mountain roads outside Kathmandu Valley. Must be competent in driving laws and regulations of Nepal; familiarity with local traffic laws and regulations; and have a safe driving record. Basic auto repair and maintenance skills; and experience in administrative support work is preferred. Ability to make sound safety and security-driven decisions regarding weather and road conditions for countryside travel to ensure safety of passengers. Submit application by August 17, 2018.

Senior Language and Culture Facilitator (SLCF):
Bachelor's degree in any discipline. Excellent written and spoken Nepali and English. Must have at least one year experience in teaching Nepali language to foreigners or at least two Peace Corps training experience as Language and Culture Facilitator. Sound knowledge of Nepali language, culture, and practices and ethnic diversity. Must have training session facilitation experience with computer proficiency. Submit application by August 17, 2018.

Language/Culture Facilitators (LCFs):
Bachelor's degree in any subject. Excellent written and spoken Nepali and English. Nepali language teaching experience to foreigners preferred. Demonstrated understanding of American and Nepali culture will be advantageous. Submit application by August 24, 2018.

Technical Trainer (TT):
Must be proficient in English. Bachelor's degree in Agriculture with one year of experience with INGO in Agriculture, nutrition or food security sector. Strong training facilitation experience and excellent computer skills required. Submit application by August 17, 2018.

For full advert and Statement of Work for the above listed positions refer to:
<https://np.usembassy.gov/embassy/jobs/> Send application with resume to nepaljobs@peacecorps.gov or U.S. Peace Corps, P.O. Box 15150, Kathmandu, Nepal or hand deliver to our office in Maharajgunj by the due date stated for each position.
Please indicate the position you are applying for in the subject line.
Telephone inquiries will not be entertained. Only shortlisted applicants will be notified for interviews.
People with work experience in mid-hills of province 3, 4, 5, 6 and 7, women and disadvantaged groups are encouraged to apply.

Applying Procedure

For full advert and statement of work for the above listed position refer to : <https://np.usembassy.gov/embassy/jobs/> send application with resume to nepaljobs@peacecorps.gov or U.S Peace Corps,P.O.Box 15150 ,Kathmandu Nepal .Or hand deliver to our office in Maharjgunj b the due date stated for each position .Please indicate the position you are applying for on the subject line .Telephone inquiries will bot be entertained.Only shortlisted applicants will be notified for interviews.Person with work experience in mid-hills of province 3,4,5,6 and 7,women and disadvantaged groups are encouraged to apply

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