



Vacancy Announcement

Volunteer Corps Nepal (VCN), established in 2018, is a humanitarian and development organization supporting at-risk, disaster-affected, and internally displaced populations across Nepal. Guided by its “Act First—within 24 Hours” strategy, VCN works throughout the disaster-management cycle through integrated programmes in education, health, shelter, food security and livelihoods, and WASH, while mainstreaming climate action, GEDSI, and protection. Through LOCAL Nepal and its 77 downstream partner organizations, VCN mobilizes approximately 8,000 volunteers—including 3,000 trained responders—across all 77 districts. Its locally led approach aligns with Nepal’s national priorities, the Sustainable Development Goals, and the Sendai Framework for Disaster Risk Reduction, reflecting its commitment: “First to Act, Last to Exit—Building Resilience Together.”

1. Program Manager – Nuwakot District

Position Overview:

The Program Manager is responsible for the overall planning, coordination, program implementation, monitoring and adaptive management of the multi – sector emergency response including Health, Nutrition, WASH, MHPSS/protection, community engagement and other interventions, field team management, and safety and security of the project site. This role ensures effective delivery of humanitarian assistance in accordance with organization standards and the partnership agreement.

Key Responsibilities:

Program Coordination and Implementation:

- Coordinate the delivery of humanitarian and emergency assistance, including leading rapid assessments, preparing situation reports, and conducting context analysis.
- Ensure program activities are implemented and communicate any changes in writing to the Project Management Team.
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- Ensure close coordination with municipalities/rural municipalities, district and authorities, health facilities, humanitarian coordination mechanisms, community structures and other response actors, avoiding duplication and promoting complementarity of assistance.

Team and Operations Management:

- Supervise all field project staff, ensuring compliance with organizations codes of conduct and humanitarian principles.
- Oversee the logistical, administrative, and financial components at the site, ensuring compliance with relevant procedures.
- Continuous monitor the evolving humanitarian situation, access constraints, emerging needs and operational risks and recommend timely program adaptations based on assessment findings, community feedback and coordination information.

Representation and Reporting:



- Represent the organization before partners, authorities, and local actors operating in the area.
- Consolidate internal and external reporting activities and submit them to the immediate supervisor.
- Maintain a database of humanitarian information and contribute to advocacy efforts based on analysis of the humanitarian situation.

Qualifications and Skills:

- Master's Degree in Disaster Management, Humanitarian Action, Public Health, Project Management, International Relations, Development Studies, or a related field.
- Minimum 5 years of professional experience in humanitarian affairs, emergency preparedness, or relief management, with at least 1 year in a coordination role and demonstrated experience in managing response operations.
- Excellent drafting and reporting skills; strong leadership and decision-making abilities; familiarity with donor requirements and humanitarian coordination mechanisms.
- Fluency in English and Nepali required.

Duration: 6 months

2. Admin and Finance Manager – Kathmandu District**Position Overview:**

The Admin and Finance Manager is accountable for the integrity of financial and administrative management, ensuring compliance with organizations financial procedures, donor requirements, and Nepali laws and regulations.

Key Responsibilities:**Financial Management:**

- Manage the project's dedicated bank account, ensuring funds are used exclusively for approved purposes.
- Review and process payments in accordance with approved authorization thresholds, financial procedure and delegation of authority.
- Prepare monthly financial reports in prescribed formats on a monthly basis, including bank statements.
- Ensure all salary payments comply with national labor laws and applicable tax deductions are made at source.

Budget and Compliance:

- Monitor budget utilization, expenditure trends and budget variances and provide timely financial analysis to program management.
- Ensure compliance with all country tax and VAT policies for the project.
- Manage interest earned and exchange rate gains for project financing purposes.

Administration and Audit:



- Maintain original accounting records, vouchers, and procurement documents.
- Cooperate fully with internal and external audits, providing all necessary documentation.
- Oversee general office administration, including premises maintenance and staff travel arrangements.

Qualifications and Skills:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field; Master's Degree is an asset.
- Minimum 4-5 years of relevant experience in financial management and administration, preferably in an international NGO or humanitarian context.
- Proficiency in financial software and MS Excel; strong analytical and budget management skills; knowledge of donor financial compliance requirements.
- Fluency in English and Nepali required.

Duration: 6 months

3. Logistic Officer – Nuwakot District**Position Overview:**

The Logistic Officer is responsible for planning and executing all logistics functions, including procurement, supply chain management, fleet coordination, and asset management, to ensure the smooth implementation of project activities.

Key Responsibilities:**Procurement and Supply:**

- Develop and regularly update emergency procurement and supply plans based on program priorities and access constraints.
- Support development of technical specifications/ ToRs for procurement of goods and services in coordination with relevant program and technical teams..
- Monitor supply routes, transportation constraints and contingency options to ensure continuity of critical relief supplies.

Asset and Inventory Management:

- Manage project inventory, including receipt, storage, and dispatch of goods; conduct regular stock-taking.
- Maintain emergency stock and pipeline tracking and immediately flag potential stock-outs or procurement delays to program management..
- Ensure office and warehouse facilities are functional, safe, and properly maintained.
- Prepare documentation for the return or donation of equipment and materials at project closure, subject to donor written approval.

Compliance and Reporting:



- Ensure all logistics procedures are systematically and strictly followed.
- Maintain accurate records of procurement, inventory, and asset movements.
- Submit regular logistics reports to the supervisor.

Qualifications and Skills:

- Bachelor's degree in Business Administration or a related field.
- Minimum 2-3 years of relevant experience in logistics, procurement, or administration, preferably in INGO/NGO or humanitarian context.
- Knowledge of procurement processes, inventory management, and fleet coordination; proficiency in MS Office applications.
- Fluency in Nepali required; working knowledge of English is preferred.

Duration: 6 months

4. Nutrition and Psychosocial Counsellor – 6 positions – Nuwakot District**Position Overview:**

Under the technical and administrative supervision of Program Manager/Officer, the Nutrition and Psychosocial Counsellor is responsible for implementing Mental Health and Psychosocial Support (MHPSS) and care practices integrated with nutrition and health interventions for flood-affected populations, with a focus on pregnant and lactating women, and children under five.

Key Responsibilities:**Nutrition and Care Practices:**

- Conduct individual and group counselling sessions on maternal, infant, and young child nutrition (MIYCN), including breastfeeding and complementary feeding.
- Identify nutrition and health risks through approved screening tools and facilitate timely referrals to health facilities or nutrition sites.
- Support food and nutrition demonstrations and organize learning materials for safe-space sessions.

Psychosocial Support (PSS):

- Identify the psychosocial and care needs of mothers and caretakers and design methodologies for improving psychosocial care services.
- Implement play sessions and stimulation activities tailored to children's age and capacities to strengthen the mother-child relationship.
- Conduct individual counselling for mothers and caretakers and evaluate beneficiaries' knowledge before and after sessions.

Group Activities and Coordination:



- Organize and facilitate discussion groups and working groups on specific themes related to nutrition and care practices.
- Coordinate with nearby health facilities, community health workers, and mobile teams; maintain an updated referral directory.
- Follow up on referrals when consent is provided and document outcomes while maintaining confidentiality.

Reporting and Compliance:

- Maintain accurate, sex- and age-disaggregated activity records and submit timely daily, weekly, and monthly reports.
- Comply with safeguarding, child protection policies, PSEA policies, and the Organization's Code of Conduct.

Qualifications and Skills:

- Bachelor's degree in Psychology, Counselling, Nursing, Midwifery, Nutrition, Public Health, or a related discipline.
- Minimum 2 years of relevant experience in health, nutrition, maternal and child health, counselling, or community health programming, preferably in humanitarian or emergency settings.
- Sound knowledge of maternal and child nutrition, Infant and Young Child Feeding (IYCF), and referral principles; strong communication and facilitation skills; ability to recognize urgent danger signs and follow emergency procedures.
- Fluency in Nepali required; working knowledge of English is preferred.

Duration: 6 months

5. MEAL and Communication- Kathmandu District

The MEAL and Communication Officer is a dual-function role responsible for strengthening the project's visibility and partnership engagement while implementing monitoring, evaluation, accountability, and learning systems that enable evidence-based decision-making. The Officer ensures that communication products adhere to organizational and donor communication and visibility guidelines and humanitarian principles, while MEAL activities provide rigorous data on project performance, accountability to affected populations, and learning for adaptive management.

Key Responsibilities**Communication Strategy and Content Development**

- Develop and implement project communication plans aligned with donor requirements, and approved guidance.
- Produce high-quality content, including success stories, human-interest stories, case studies, and project briefs.



- Translate program evidence and results into accurate and compelling narratives for donors, partners, and communities.

Visibility and Media Relations

- Manage approved updates to communication channels, ensuring brand consistency and donor visibility.
- Plan and produce multimedia content that documents program quality, community perspectives, and impact.
- Ensure all external content is fact-checked, approved, and consistent with humanitarian principles and Do No Harm commitments.

Compliance and Safeguarding

- Ensure informed consent, dignity, confidentiality, and safeguarding in all interviews, images, and stories.
- Maintain an organized library of approved photographs, videos, and communication products.

MEAL System Design and Implementation

- Support the development and operationalization of the project MEAL Plan, Indicator Tracking Table (ITT), and reporting frameworks aligned with donor requirements.
- Design context-appropriate quantitative and qualitative data collection tools for health, nutrition, WASH, and psychosocial support interventions.
- Ensure integration of gender, protection, and inclusion indicators across all MEAL activities.

Data Management, Analysis and Reporting

- Maintain project databases and ensure timely data entry, cleaning, and validation.
- Analyse quantitative and qualitative data to generate insights for program improvement.
- Prepare monthly progress reports and data summaries for submission to the Program Manager.
- Support routine monitoring of project activities and conduct Data Quality Assessments (DQAs) to ensure adherence to data quality standards.
- Track progress against project indicators and targets.

Learning and Documentation

- Document lessons learned, good practices, and case stories for knowledge sharing.
- Facilitate After-Action Reviews (AARs) and reflection sessions to inform adaptive programming.
- Contribute to project learning events and review meetings.

Qualifications and Skills:



- Bachelor's degree in Communications, Journalism, Public Health, Social Sciences, or a related field. A Postgraduate qualification is preferred.
- Minimum 2–3 years of relevant experience in communications, MEAL, or partnership management, preferably in an INGO/NGO or humanitarian context.
- Demonstrated experience in data collection, analysis, and reporting using digital tools.
- Experience in emergency programming is an advantage.
- Proficiency in data collection and analysis tools (Kobo Toolbox, ODK, Comm Care, Excel, SPSS or similar).
- Experience in content development and multimedia production.
- Strong report-writing and analytical skills.
- Familiarity with Core Humanitarian Standard (CHS) and humanitarian accountability frameworks.
- Excellent written and verbal communication skills in Nepali and English.
- Strong interpersonal skills and ability to work effectively with diverse stakeholders.
- Ability to work under pressure in a fast-paced humanitarian environment.
- Willingness to travel regularly to field locations
- Fluency in English and Nepali (written and spoken) required.

Duration: 6 months

6. Social Mobilizer – Nuwakot District

Position Overview:

The Social Mobilizer is responsible for mobilizing communities for health and nutrition services, facilitating community participation in project activities, and ensuring that vulnerable groups are informed, engaged, and able to benefit from interventions.

Key Responsibilities:

Community Mobilization and Engagement:

- Mobilize communities to participate in project activities, including health, nutrition, WASH, and protection interventions.
- Rapid Community level needs identification and referral of highly vulnerable households.
- Identify and engage community leaders, religious leaders, and influential groups to support interventions.
- Facilitate community meetings, group discussions, and sensitization sessions.
- Support the establishment and strengthening of community structures such as women's groups and volunteers.

Risk Communication and Awareness:



- Conduct house-to-house awareness campaigns and public sensitization sessions using approved communication tools.
- Disseminate key messages on disease prevention, hygiene practices, nutrition, and health-seeking behaviours.
- Address misinformation, rumours, and harmful practices within communities.

Support to Service Delivery:

- Mobilize beneficiaries for health and nutrition services, campaigns, and distributions of IEC/BCC materials.
- Support targeting of vulnerable groups, including women, children, the elderly, and persons with disabilities.
- Facilitate the smooth organization of community events and service delivery points.

Feedback and Reporting:

- Collect and document community feedback, concerns, and complaints, promoting accountability to affected populations.
- Maintain records of community sessions and submit weekly and monthly activity reports.

Qualifications and Skills:

- Diploma or Bachelor's degree in Social Work, Sociology, Community Development, Public Health, or a related field.
- Minimum 2 years of experience in community mobilization, outreach, or humanitarian programming.
- Strong communication and facilitation skills; knowledge of local culture and community structures; basic data recording and reporting skills.
- Fluency in Nepali required; working knowledge of English is preferred.

Candidates from the target municipalities/ communities with knowledge of local language, geography, culture and community structures will be strongly encouraged to apply.

Duration: 6 months

7. Support Staff – Nuwakot District

Position Overview:

The Support Staff provides administrative, operational, and maintenance support to ensure the efficient functioning of the project office and team.

Key Responsibilities:

- Handle incoming and outgoing correspondence, maintaining a log system for tracking documents.
- Assist with photocopying, filing, and document archiving as required.



- Clean the office and surrounding areas daily; ensure cleaning supplies are adequately stocked.
- As per the need, cook the food items and serve tea/coffee to the staff and visitors.
- Ensure all electrical equipment is switched off at the end of the day.
- Perform reception duties and maintain a visitor log.
- Provide support for basic logistics tasks, including assisting with office supply management.
- Adhere to all organization policies, including child protection, code of conduct, and anti-corruption policies.
- Maintain confidentiality and handle information with discretion.

Qualifications and skills:

- Secondary Education or High School or equivalent.
- Minimum 1 year of experience in a similar support role, preferably in an NGO or office environment.
- Good communication and interpersonal skills; ability to handle confidential information.
- Fluency in Nepali required

Duration: 6 months

Women candidates from the local communities are strongly encouraged to apply.

8. Program Officer - Nutrition and Health – Nuwakot District**Position Overview**

The Program Officer – Nutrition and Health is responsible for the technical implementation, quality assurance, and field-level coordination of nutrition and health activities. Working under the technical guidance of PM and Technical Expert, the Officer ensures that nutrition interventions (including IYCF, CMAM/IMAM, and growth monitoring) and health service linkages are delivered according to national protocols, technical standards, and humanitarian principles. This position serves as the bridge between field-level implementation and program management, providing supportive supervision to field teams and ensuring timely reporting and data quality.

Key Responsibilities:**Technical Implementation and Quality Assurance:**

- Oversee the day-to-day implementation of nutrition and health activities in target communities, ensuring compliance with national IMAM/CMAM guidelines, IYCF protocols, and technical standards.



- Support mass screening activities for identification of acute malnutrition (MAM/SAM) among children under five and pregnant/lactating women, using MUAC and weight-for-height assessments.
- Ensure appropriate referral mechanisms are functional for SAM cases with complications, linking communities to health facilities and mobile clinics.
- Facilitate IYCF mother support group sessions, one-to-one counselling, and community-based awareness sessions on maternal, infant, and young child nutrition.
- Oversee growth monitoring and promotion (GMP) activities and ensure accurate documentation of nutrition data.

Field Supervision and Capacity Building:

- Provide supportive supervision and on-the-job coaching to Nutrition and Psychosocial Counsellors and Social Mobilizers, ensuring quality service delivery.
- Identify capacity gaps among field staff and community health volunteers (FCHVs) and coordinate training sessions on nutrition screening, IYCF counselling, and referral protocols.
- Support the orientation of community volunteers and health workers on project protocols, data collection tools, and quality benchmarks.
- Conduct regular field visits to monitor activity quality against established checklists and provide corrective feedback.

Coordination and Stakeholder Engagement:

- Coordinate with local health facilities, municipalities, FCHVs, and health mothers' groups to ensure integrated service delivery and referral pathways.
- Represent the project in nutrition and health coordination meetings at municipal and district levels, as delegated.
- Maintain strong working relationships with government health staff, community representatives, and other humanitarian actors operating in the target areas.

Data Management, Reporting, and MEAL:

- Ensure timely and accurate collection, compilation, and verification of nutrition and health data using approved tools and formats.
- Prepare monthly progress reports, activity reports, and data summaries for submission to the Program Manager.
- Support MEAL team in assessments, surveys, and evaluations by providing field-level data collection support and facilitating community access.
- Maintain confidentiality of beneficiary information and ensure compliance with data protection standards.
- Document lessons learned, good practices, and case stories for knowledge sharing.

**Cross-Cutting Compliance:**

- Ensure all activities integrate gender equality, child protection, disability inclusion, and PSEA considerations.
- Comply with organization safeguarding policies, code of conduct, and organizational policies.
- Promote accountability to affected populations through community feedback mechanisms and timely response to concerns.
- Support emergency response activities as required, including participation in rapid assessments and mobile health/nutrition outreach.

Qualifications and Skills:

- Bachelor's degree in Public Health, Nutrition, Nursing, Midwifery, or a related health discipline. A Master's Degree in Public Health or Nutrition is preferred
- Minimum 2 years of relevant experience in nutrition and health program implementation, preferably in humanitarian or emergency contexts.
- Demonstrated experience in Community-based Management of Acute Malnutrition (CMAM/IMAM) and Nutrition in Emergency (NiE) is an advantage.
- Experience working with government health systems, FCHVs, and community-level health structures in Nepal.
- Sound knowledge of national IMAM protocols, IYCF guidelines, and maternal-child health interventions.
- Excellent report-writing and analytical skills.
- Strong interpersonal and communication skills; ability to work effectively with diverse stakeholders.
- Ability to work under pressure in a fast-paced humanitarian environment.
- Willingness to travel extensively to remote field locations.
- Commitment to humanitarian principles and values.
- Strong computer skills, including MS Excel and Word.
- Fluency in Nepali (written and spoken) required.
- Working knowledge of English (written and spoken) required.

Duration: 6 months

Application Process: Interested candidates meeting the above requirements are encouraged to submit their CV with references and a cover letter explaining suitability for the position including expected salary to recruitment@volunteercorpsnepal.org no later 30 September 2026, 5:00 PM.