



"समतामूलक समाजको निर्माण, हाम्रो अभियान"  
"मानव अधिकार, सामाजिक न्याय, सुशासन तथा रुपान्तरणका लागी सम विकास केन्द्र नेपाल"

# सम विकास केन्द्र नेपाल

केन्द्रीय कार्यालय

सिर्गाडी गा.पालिका, डोटी



पान नं. ३०९५०६९०२

Ref:

Date: 27 Jan, 2025

सम विकास केन्द्र (ईडीसी) नेपाल डोटी  
Equality Development Center (EDC) Nepal, Doti

## Vacancy Announcement.

EDC-Nepal Doti, established in 1997, is a non-profit membership organization dedicated to improving the socio-economic, education and cultural conditions of Dalit, marginalized and disadvantaged communities of Far-western region. It operates primarily in Doti district of the Sudurpaschim provinces, implementing a range of projects and programs based on HRBA in collaboration with various donor and agencies. The organization's activities focus on the following thematic areas: i) Advocacy against caste discriminations, GBV and, Inequality (Social Justice). ii) Resilient Livelihoods. iii) Women Leadership Development and Mobilization. iv) WASH and Nutrition. v) Safe school and quality education. vi) Governance and Social Accountability. vii) Child Sponsorship.

EDC- Nepal upholds a strict policy of child protection and safeguarding women and children and maintains a zero tolerance stance against corruption. Through its efforts, the organization aims to empower rural communities and promote sustainable development.

Equality Development Center (EDC) Nepal is implementing **Advancing Nutritional Status of School Children in Doti Project**, funded by Ministry of Foreign Affairs (MoFA) Japan and supported by Good Neighbors Japan in partnership with Good Neighbors International (GNI) Nepal. This project is dedicated to enhancing the nutritional health of school-aged children in Doti. The project is implementing in one Municipalities of Doti district- Dipayal Silgadhi Municipality. EDC hereby invites application from the qualified and experienced candidates for the following positions.

### Positions:

1. Job Title : Program Officer- 1  
Project: Advancing Nutritional Status of School Children in Doti  
Location: Doti  
Education: Bachelor's degree in public health, education, development studies, social science, or any other relevant subjects.  
Experience:

Equality Development Centre (EDC) Nepal, Centre Office Silgadhi, Doti, Far West -Nepal. Tel. No. 094-411009/411050

email: edcnepal2053@gmail.com, Website: edcnepal.org.np, Facebook:  
www.facebook.com/edcnepal



KTM

"समतामूलक समाजको निर्माण, हाम्रो अभियान"

"मानव अधिकार, सामाजिक न्याय, सुशासन तथा रुपान्तरणका लागि सम विकास केन्द्र नेपाल"

# सम विकास केन्द्र नेपाल

केन्द्रीय कार्यालय

सिलगढी, डोटी



पान नं. ३०९५०६९०२

Ref:

- Minimum of 3 years of experience in the development sector. Experience with WASH and nutrition projects is highly valued, with priority given to candidates who have experience in constructing WASH facilities.
- Strong communication, coordination, and interpersonal skills to effectively engage with diverse stakeholders.
- Proven ability to facilitate trainings, workshops, and other project-related events.
- Excellent report-writing skills in both English and Nepali, ensuring clarity and professionalism.
- Proficiency in computer applications, including MS Word, Excel, PowerPoint, email, and internet.
- Demonstrated ability to lead and manage projects under tight deadlines and resource constraints, with strong expertise in team mobilization, coordination, and supervision.
- Comprehensive knowledge of government policies and standards related to the construction of school kitchens, gender-friendly toilets, drinking water supply (DWS) systems, and waste management systems, particularly in community schools.

2. Job Title : Admin/Finance Officer – 1  
Project: Advancing Nutritional Status of School Children in Doti  
Location: Doti

Qualification, required skills and experience:

- Bachelor's degree in a relevant field (Finance, Accounting, Business Administration) (masters proffered)
- At least 3 years of professional experience, preferably working in the NGO sector as a finance officer.
- Proficiency in Microsoft Office and Financial software.
- Experience in financial planning, donor reporting and compliance.
- Strong analytical and communication skills.
- Ability to work collaboratively and travel to field visit.
- Knowledge of tax law and proficiency in English and Nepali Language.
- Excellent interpersonal communication and learning attitude.
- Ability to use MS Word, MS Excell, Power Point and FAMAS accounting software.

Equality Development Centre (EDC) Nepal, Centre Office Silgadhi, Doti, Far West -Nepal. Tel. No. 094-411009/411050

email: edcnepal2053@gmail.com, Website: edcnepal.org.np, Facebook:  
www.facebook.com/edcnepal

KTM

"समतामूलक समाजको निर्माण, हाम्रो अभियान"

"मानव अधिकार, सामाजिक न्याय, सुशासन तथा रूपान्तरणका लागि सम विकास केन्द्र नेपाल"



# सम विकास केन्द्र नेपाल

केन्द्रीय कार्यालय

सिर्गढी, डोटी

पान नं. ३०१५०६९०२



Ref:

3. Job Title : Sub-Engineer – 1

Project: Advancing Nutritional Status of School Children in Doti

Location: Doti

Qualification, required skills and experience:

- A Diploma in Civil Engineering is required, along with a minimum of 2 years of relevant experience in building construction and School WASH-related activities.
- Candidates with a valid two-wheeler driving license are preferred.
- **School Infrastructure Project Management:** Proven expertise in managing school infrastructure projects, with a primary focus on constructing school kitchens and WASH facilities, including involvement in design, planning, implementation, budgeting, reporting, and monitoring of such infrastructure.
- **Knowledge of Government Policies and Standards:** Comprehensive understanding of government policies and standards for constructing school kitchens, gender-friendly toilets, drinking water supply (DWS) systems, and waste management systems, particularly in community schools.

4. Job Title : Junior Technical Assistance (JTA) – 1

Project: Advancing Nutritional Status of School Children in Doti

Location: Doti

Qualification, required skills and experience:

- Minimum Technical SLC in Agriculture (JTA) with at least 2 years of relevant technical experience.
- Should have excellent community mobilization and communication skills.
- Ability to communicate in English, Nepali, and local languages, and work under strict deadlines.
- Excellent coordination skills with Teachers, SMC, Ward Office, local government representatives, local stakeholders.

5. Job Title : Social mobilizer – 1

Project: Advancing Nutritional Status of School Children in Doti

Location: Doti

Qualification, required skills and experience:

- Proficiency Certificate Level or Higher Secondary (+2) Level education.

Equality Development Centre (EDC) Nepal, Centre Office Silgadhi, Doti, Far West -Nepal. Tel. No. 094-411009/411050

email: edcnepal2053@gmail.com, Website: edcnepal.org.np, Facebook:

www.facebook.com/edcnepal

KTM



"समतामूलक समाजको निर्माण, हाम्रो अभियान"  
"मानव अधिकार, सामाजिक न्याय, सुशासन तथा रुपान्तरणका लागि सम विकास केन्द्र नेपाल"

# सम विकास केन्द्र नेपाल

## केन्द्रीय कार्यालय

सिलगढी

पान नं. ३०१५०६९०२



Ref:

- Two years-of working experience in the development sector. Priority will be given to the candidates who have experience in community mobilization, WASH, and nutrition.
- Strong community mobilization and communication skills.
- Excellent coordination skills with Teachers, SMC, Ward Office, local government representatives, local stakeholders.

### Types of Exams:

- Written Exam
- Interview

### Notice for Application Submission:

Qualified and interested Nepali individuals are requested to submit their application form along with their cover letter by **2nd Feb. 2025** before 5:00 PM.

The CV/Resume is not necessary to submit but the prescribed EDC-Nepal's Application Form is mandatorily required to apply. The interested candidates who meet these criteria can download the **Application form** from here- [www.edcdoti.org.np/NEWS/EVENTS](http://www.edcdoti.org.np/NEWS/EVENTS) and send their **Application form** to [vacancyedcnepal@gmail.com](mailto:vacancyedcnepal@gmail.com) or, [edcnepal2053@gmail.com](mailto:edcnepal2053@gmail.com).

*Preference will be given to disadvantaged groups (Women, Dalit, Janajati) and local resident in the recruitment process. Only shortlisted candidates will be contacted. Telephone enquiries shall not be entertained. EDC-Nepal reserves the right to reject any application without assigning any reason whatsoever.*

Candidates must be sensitive to child protection and safeguarding issues.

For further inquiries, please contact EDC-Nepal at phone number **094-411050** or visit [www.edcdoti.org.np](http://www.edcdoti.org.np)

  
**Coordinator**  
Recruitment Committee  
EDC- Nepal, Doti

Equality Development Centre (EDC) Nepal, Centre Office Silgadhi, Doti, Far West -Nepal. Tel. No. 094-411009/411050

email: [edcnepal2053@gmail.com](mailto:edcnepal2053@gmail.com), Website: [edcnepal.org.np](http://edcnepal.org.np), Facebook: [www.facebook.com/edcnepal](http://www.facebook.com/edcnepal)