

# Vacancy Announcement

National Disabled Fund (NDF) was established on 31st December, 1981 by Social Welfare Council () as a humanitarian organization it has been rendering support to persons with Disabilities through implementing meaningful different programs focusing on physical rehabilitation, education, vocational trainings and enhancing living condition of for over more than three decades.

National Disabled Fund (NDF) Invites application on from potential candidates for the following positions under Physical Rehabilitation Activity (PRA) with the partnership of Handicap International (HI) Nepal.

## **Project Coordinator -1 Post**

*Minimum Requirements:*

- Master's degree in Management, Psychology, Public Health and Social science or related study.
- At least five (5) years of work experience in the related field.
- Strong communication, proposal, report writing and coordination skill.
- Fluent in Computer skill/English/Nepali writing and speaking.

## **Fundraising Officer -1 Post**

*Minimum Requirements:*

- Bachelor's degree in Management, mass communication and Social Science or related study.
- At last 3 years experience in project management including proposal, report writing and fund raising.
- Strong communication and coordination skill.
- Fluent in Computer skill /English /Nepali writing and speaking.

## **Driver -1 Post**

*Minimum Requirements:*

- Valid license holder (Category B- Car and Jeep)
- Knowledge and experience of general maintenance/repair of light vehicles
- At least 3 years of experience in driving, preferably in I/NGOs
- Knowledge & experience of geographical diversity and remoteness of Nepal

Eligible candidates are requested to submit their applications with a recent CV with two references and a passport size photograph by post or email to following address by no later than Dec 22<sup>nd</sup> 2020 before 16:00 PM with detail job profile please log on the website. Only short listed candidates will be contacted for written exam and interview.

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SWC

## **National Disabled Fund (NDF)**

Vrikutimandap, Kathmandu.

E-mail: [swc.ndf@gmail.com](mailto:swc.ndf@gmail.com)

Web: [www.ndfund.org.np](http://www.ndfund.org.np)

Contact No. 01-4224968, 4227384

