

Trainee(Engineer) at DCA Nepal

DanChurchAid is an independent and humanitarian Danish organisation with a vision of a world without hunger, poverty and oppression, in which popular and political powers constantly work strongly and actively for a just and sustainable distribution and use of the earth's resources. We have been supporting development work in Nepal since the 1980s. We focus on Fight extreme inequality, Save lives, Build resilient communities and Climate change to improve the life of the most marginalized communities in some of the most remote and vulnerable regions of Nepal, through a rights-based approach.

DCA Nepal seeks application from candidates who is keen to build foundation for challenging and rewarding career in an international development environment through hands-on knowledge and practical experience as **Trainee** in the capacity of Engineer. This is an opportunity starting immediately for one year based at Nepal Country Office, Kathmandu with field travel as required.

The Trainee reports to Climate Action Advisor. S/He will be responsible for providing technical inputs and ensure Quality Assurance of all infrastructure intervened by DCA primarily through RAIN project and other thematic interventions particularly SAVE Lives, BUILD Resilient and cross cutting Climate Action theme. The Trainee (Engineer) will also provide programmatic and administrative support in documenting RAIN project and partner related information; updating and sharing project reports; making operational arrangements in organising Programme events/meetings and maintain data management system.

Your key responsibilities include:

- Provide Quality Assurance of technical details and engineering designs of DCA interventions- chiefly RAIN project and other thematic interventions including partner level.
- Support Climate Action Advisor in fulfilling the deliverables of the crosscutting climate action theme as per DCA's annual workplan.
- Support program team and Climate Action Advisor with reporting and documentation related to RAIN meetings, DCA climate related events and advocacy.
- Provide updated new/emerging knowledge/information data on priority themes (three programmes) for organisational learning documentation, and fundraising.
- Support the Communication team in sharing Programme / Project related information.
- Update the PPD and repository of RAIN related reports, meeting minutes, case studies, photos, videos, partners reports and final knowledge outputs.
- Support flagship report of climate change (cross-cutting priorities) including data collection, field verification and report writing and finalisation.
- Support thematic managers and communications focal point with knowledge materials drafting and publication including annual report of DCA Nepal
- Review procurement plan of partners and support DCA Finance and procurement team for procurement related to infrastructure and structural construction.

What you bring:

- Bachelor's Degree in Civil Engineering
- Some experience in engineering designs, infrastructure using Auto CAD and other tools is an advantage
- Ability to use GIS and other cartography tools and visualisation techniques
- Effective verbal and written communications and interpersonal skills
- Proactive with high aptitude to learn and work with diverse team
- Understanding on diversity, inclusion and belongingness

Interested and qualified candidate irrespective of age, gender, race, religion or ethnic affiliation are encouraged to apply.

Please click on **APPLY** button at the end of this vacancy announcement to apply.

Only applications consisting of the below will be considered:

Cover Letter (max 1 page),

CV (max 2 pages)

Only short-listed candidates will be contacted.

Closing date for applications will be Sunday, 18th May 2025

Work related travels are expected in this role.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as

part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.
Telephone inquiry will not be entertained