

Trainee (Programme Funding Associate) at DCA Nepal

DCA is a Danish Development and Humanitarian organisation with a vision of a world without hunger, poverty and oppression. We have been supporting development work in Nepal since the 1980s. Currently we focus on the following themes to improve the life of the most marginalised communities in some of the most remote and vulnerable regions of Nepal, applying a rights-based approach:

- Save Lives (Focusing on Disaster Preparedness and Humanitarian Response)
- Build Resilient Communities (Focusing on Resilient Livelihoods and Sustainable Food Security)
- Fight Extreme Inequality (Focusing on Governance, Human Rights and Empowerment)

According to the Country Programme Strategy (2022-2026) of Nepal Office, we are committed to two cross-commitments: (i) Gender Equality and (ii) Climate Action.

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 **Programme Funding Associate**. This is an opportunity starting immediately for a year based at DCA Office, Kathmandu.

The Trainee will support proposal development by researching and tracking the potential funding opportunities; collecting and analysing information, carrying out literature reviews ; drafting capacity statements; contributing in project information management, knowledge management and communication for positioning the organisation, supporting technical detailing and designs for programmatic interventions as needed; coordinating for event management, supporting programme advocacy and research; taking minutes, drafting reports and communication products, ; proof reading, updating and sharing programme reports/proposal; and maintaining data management system. The Trainee will report to Programme Funding Manager.

Key responsibilities include:

- Review and update project documents, reports and capacity statements on various thematic sectors and sub-sectors.
- Support in pre-design phase; needs assessment, provide technical detailing and designs, lead in reviewing the literature, data collecting and analysing information relevant for proposal design.
- Support to proofread documents (proposals and reports) as and when required.
- Research the potential funding opportunities, prepare summary and share with relevant programme team.
- Provide support in thematic interventions designs, including at partner level.
- Coordinate with implementing partners and communications focal point to produce relevant learning and impact documents.
- Update the project information management system, including contributing in meeting minutes, case studies, photos, videos, partners reports and final knowledge products.
- Support thematic managers and communications focal point with knowledge materials drafting and publication.

What you bring:

- Master's degree in related discipline such as Media and Communication, Social Sciences, Disaster Risk Reduction, Environment Science/NRM and Development Studies
- Some experience in supporting proposal development, knowledge management, and communication.
- Ability to use MS Office packages, and AI applications
- Research and reports writing skills
- Effective verbal and written communications both in English and Nepali languages
- Good coordination, networking and interpersonal skills
- Creative and independent as well as team player with the ability to adhere to deadlines and flexibility

Interested candidate irrespective of age, gender, race, religion or ethnic affiliation are encouraged to apply for this opportunity.

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

Applications consisting of the below will only be considered:

Cover Letter (max 1 page)

CV (max 2 pages)

Only short-listed candidates will be contacted.

Closing date for application will be Thursday, 16 July 2026

Telephone inquiry will not be entertained

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.