

# Humanitarian Response Officer at DCA Nepal

## VACANCY ANNOUNCEMENT

**Position:** Humanitarian Response Officer

**Required Number:** 1 position

**Duty Station:** Dhading with frequent travel to Nuwakot

**Duration:** 4 months with possibility of extension based on response needs, performance, and availability of funding.

In response to recent flash flood in Rasuwa, across Nuwakot, Dhading, and Chitwan, DCA Nepal is supporting the government in relief distribution for affected communities, providing emergency relief to families who have lost their homes and belongings. As an initial response, we are distributing essential items to the affected community particularly at Dhading and Nuwakot in coordination with our local partner, as well as all relevant local authorities and other humanitarian organisations.

In this context, DCA is seeking to recruit **Humanitarian Response Officer**, who will be responsible to coordinate the efforts of humanitarian response works at Dhading and Nuwakot District. S/he will support the planning, implementation, monitoring and coordination work with the district and Palika level offices working closely with partners, and other relevant stakeholders. S/he will be responsible for day-to-day operational coordination and implementation of the response activity, including needs assessments, community and beneficiary identification, activity planning, field implementation, distribution, feedback and monitoring, coordination with local authorities and humanitarian actors maintaining strong data management and operational reporting. This is a field-oriented position based at Dhading but regular visit to Nuwakot. Under the supervision of DCA Program Manager with agreed plans and delegated authority, s/he is expected to escalate strategic, safeguarding, donor and budget decisions to Crisis Management Team. S/he works closely with the Crisis Management Team to ensure that assistance is delivered rapidly, appropriately and transparently, in accordance with DCA procedures, humanitarian principles and donor requirements.

### **Roles and Responsibilities:**

- Coordinate and facilitate DCA humanitarian response activities at the district and palika level, including planning, distribution, implementation, monitoring, follow-up, and coordination of response interventions targeting affected and vulnerable populations.
- Coordinate with local government, partners, other stakeholders and DCA teams to ensure continuity and timely delivery of relief items, cash assistance, and early recovery activities
- Constant communication and coordination with Focal Persons of DPNET deployed at Nuwakot for related information-management support.
- Support government bodies in the districts and palikas to manage program and emergency response data by coordinating data collection from the community and identifying beneficiaries ensuring data quality and accuracy, maintaining databases and records, and preparing regular summaries and reports
- Maintain regular communication with affected communities, ensuring transparent beneficiary verification and support accessible feedback and complaints mechanisms and promptly escalate serious or unresolved concerns.
- Collect and provide required information to DCA team related to relief distribution, or planning in order to report and complete respective cluster activity reporting in addition to the existing SWC obligation
- Monitor and document response activities and emerging needs, identify implementation gaps, and provide timely updates and recommendations to the DCA team to support

effective decision-making and adaptive response.

- Provide coordination and technical support to government authorities within the scope of work, including participation in coordination meetings, information sharing, joint planning, and other response-related activities as required.
- Support DCA team in joint needs assessment- together with other NGOs, in partnership with DPNet – to guide the early recovery and future interventions.
- Participate in clusters, sector meetings, working groups, joint assessments or other humanitarian coordination mechanisms at district level when requested or delegated
- Represent DCA professionally at district level when specifically delegated, while referring safeguarding, high-level institutional and donor matters to Crisis Management Team
- Maintain accurate records of relief distribution, beneficiary registries, and partner activity for accountability and reporting purposes
- Support partners in implementing accountability mechanisms (feedback/complaints, community consultation) in line with CHS commitments
- Contribute to concept note and proposal development for emergency and early recovery funding
- Ensure protection, gender, and inclusion considerations are integrated into response activities, prioritizing vulnerable groups (women, children, elderly, PWD)
- Other related tasks as assigned by the line manager

**Required Qualifications and Experience:**

- Master's degree in development studies, Rural Development, Social Science, Disaster risk management and Natural Resource Management with 3 years of work experience with an I/NGO or development organization. Preference will be given to Disaster Risk Management.
- Demonstrated experience in emergencies, working with local government structures (DDMC/DAO), clusters, and INGO/NGO coordination mechanisms
- Prior experience in cash-based programming, NFI/shelter distribution, or early recovery activities is an advantage
- Proven experience in data management, analysis, documentation, and reporting.
- Good interpersonal, active listening, and communication skills, with cultural sensitivity, professionalism, and the ability to remain calm under pressure.
- Ability to work effectively in challenging field conditions and flexible working hours, while maintaining personal resilience and well-being.
- Willingness and ability to travel to and stay in disaster-affected and remote areas as required.

**Applications consisting of the below will only be considered:**

- CV (max 3 pages)

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

**Only short-listed candidates will be contacted.**

Closing date for application will be **Thursday, 10 September 2026**. Only short-listed candidates will be further contacted. This recruitment will be held on a rolling basis and DCA Nepal reserves the right to select a candidate prior to the application closing date.

DCA is committed to ensuring diversity, inclusion and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

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.

DCA PSEAH Policy is one of zero tolerance, where DCA does not tolerate any form of exploitation, abuse and harassment by DCA staff, volunteers, or by implementing

partners. DCA is therefore committed to the prevention, detection and investigation of all forms of exploitation, abuse and harassment, in all its offices and among its implementing partners. Everyone applying for a job with DCA must be ready to comply with our Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.