

# Trainee ( Program 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 marginalized 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 Program 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 female 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 **Program Associate**. This is an opportunity starting immediately for a year based at Nepal Country Office, Kathmandu with field travel.

The Trainee will be responsible for programmatic and administrative support in documenting program and partner information; updating and sharing program reports; making operational arrangements in organising Program events/meetings and maintain data management system. She will assist in database management, design smart forms in Magpi/KoBo for periodic surveys. And will also follow up with partner organizations to manage periodic data collection and reporting. She will report to Head of Program.

## Key responsibilities include:

- Support Program Team in ensuring timely reports from partners and its compilation.
- Support Program team in qualitative completion of the Program and Project Manual steps, mainly for the DANIDA and internal projects.
- Create projects and document both online (uploading in the DCA intranet system) and in maintaining the filing system of all projects.
- Provide logistics support in organising and coordination for program related events/meetings and prepare its minutes.
- Provide updated new/emerging knowledge/information data on priority Program themes for organisational learning, documentation and fundraising.
- Support the Communication team in sharing Program / Project related information.
- Support MEAL Manager in designing tools/techniques for conducting assessments such as baselines, needs identification/assessments, and studies or research Support MEAL Manager to develop partners' projects MEAL plans in line with logical framework focusing on the output, outcomes/impact indicators as success measurements
- Work as the focal point of intranet and retrieve necessary information as and when required.
- Contribute to organising/ coordinating and participating actively in relevant meetings and workshops.
- Work closely with the Finance team to document all the necessary documents in the intranet.

## What you bring:

- Master's Degree in Agriculture/ Climate Change/ Disaster Risk Management/ Human Rights/ Development Studies/ Environmental Studies/ Social Sciences
- Effective verbal and written communications both in English and Nepali languages
- Ability to undertake administrative tasks and multitasking
- Good coordination, networking and interpersonal skills
- Good knowledge in MS Applications with excellent Excel-database management
- Creative and independent as well as team player with the ability to adhere to deadlines and flexibility

Interested female 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 Sunday, 31 May 2026**

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 Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

Telephone inquiry will not be entertained