

# Trainee(Programme Associate) in 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. 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 new 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 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 **Programme Associate**. This is an opportunity starting immediately for a year based at Nepal Country Office, Kathmandu with field travel.

The Trainee will report to Head of Programme. She will be responsible for providing programmatic and administrative support in documenting programme and partner related information; updating and sharing programme reports; making operational arrangements in organising Programme events/meetings and maintain data management system.

## Key responsibilities include:

- Support Programme Team in ensuring timely reports from partners and compilation of the reports.
- Support Programme team in qualitative completion of the Programme and Project Manual steps, mainly for the DANIDA and internal projects.
- Create projects online (using ERP software and Intranet) 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 programme related events/meetings and prepare its minutes.
- Provide updated new/emerging knowledge/information data on priority programme themes for organisational learning, documentation and fundraising.
- Support the Communication team in sharing Programme / Project related information.
- 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
- Role model for diversity, inclusion and belonging, as well as for contributing to positive team spirit

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 Wednesday, 19 February 2025**

All interested female 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