



नेपाल महिला सामुदायिक सेवा केन्द्र

Nepal Women Community Service Center (NWCSC)

Ghorahi Sub-metropolitan -15, Ghorahi Dang, Nepal

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Nepal Women Community Service Center (NWCSC), a non-profit organization registered in Dang district, Lumbini Province, is implementing the PRERANA project in partnership with FAIRMED Foundation Nepal in Dang district. The project works on an integrated approach of NTDs & MNH including DID in the primary health care system, supporting the local government in strengthening the health system and working with communities to generate demand for health service utilization.

The project is going to recruit for the following posts. Interested candidates are encouraged to apply.

1. District Project Coordinator (No. 1)

Duty Station: Dang District

Key Responsibilities:

- Oversee overall implementation and management of PRERANA project activities at district level.
- Lead preparation and execution of annual, quarterly, and monthly plans.
- Track budget expenditure, ensure the utilization of budget and prepare periodic financial reports.
- Supervise and guide field teams to ensure quality and timely implementation of project activities.
- Coordination and collaboration with local stakeholders (Health office, DCC, DAO, Municipalities and Health facilities) to avoid duplication of work and build synergies as possible.
- Promote integration of NTD and MNH activities in local health systems.
- Support community empowerment and ensure inclusion of vulnerable groups.
- Monitor progress, address challenges, and ensure accountability.
- Represent the project in district-level meetings and coordination platforms.
- Documentation and dissemination of best practices, successful stories result from the project contribution.
- Prepare quarterly progress updates, bi-annual and annual progress reports and submit to the FAIRMED as per the agreed schedule

Minimum Requirements:

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- He/she should have at least Bachelor's degree in Public Health with 3-5 years working experience in Community Health Programs
- Knowledge about Federal Health system, Neglected Tropical Diseases, Maternal Newborn Health, and Disability Inclusive Development.
- Track record of generating innovative ideas and creativity
- Excellent language skills, verbal and written communication in Nepali, English and local dialects
- Experienced in staff supervision, teamwork, gender sensitive, skilled in team mobilization, coordination and networking
- Good knowledge of computer applications (Microsoft Office, SPSS etc.) with ability to produce reports in English and Nepali
- Local candidates will be given preference.

2. Community Empowerment and Social Mobilization (No. 1)

Duty Station: Banglachuli Rural Municipality

Key Responsibilities:

- Support community empowerment and social mobilization at ward and municipality level.
- Work with municipalities, HFOMCs, FCHVs, mother groups, and other community groups.
- Coordinate with local stakeholders and ensure inclusion of vulnerable groups.
- Implement project activities and promote NTDs, MNH, WASH, and disability awareness.
- Maintain linkage with the government health system.
- Work under supervision of DPC and participate in training and coaching activities.

Minimum Requirements:

- Intermediate level (Health Assistant, Staff Nurse or social sciences preferred)
- At least 2 years of experience
- Skills in community facilitation and public relations
- Knowledge of government health system
- Basic knowledge of NTDs, MNH, WASH, Disability
- Local candidates from the project area are eligible to apply

Other Information

- **Salary and Benefits:** As per organizational rules

Bishu Dixi





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- **Application Deadline:** Within 1 week from date of advertisement
- **Required Documents:**
 - Updated CV
 - Academic certificates
 - Experience certificates
 - Training certificates
 - Citizenship copy
 - Valid driving license
 - 2 passport-size photos
- **Priority:** Female, Dalit, Janajati, persons with disabilities, and disadvantaged communities
- **Submission Email:** hr.nwcsc@gmail.com
- **Selection Process:** Only shortlisted candidates will be invited for written tests and interviews. Any attempt to influence the selection process will result in disqualification.

Bismillah

