"Work Together for Community Prosperity"

CARD NEPAL

Community Action for Rural Development Nepal

Regd.No.: 2352/074/075
SWC No.: 47690
PAN No.: 607689709
Website: card-nepal.org.np

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CAREER OPPORTUNITIES

Community Action for Rural Development (CARD) Nepal, based in Janakpurdham, Dhanusha, is set to implement the **Udhyamshala–Youth Acceleration Program (YAP)** in partner with **Creasion** in Madhesh Province, funded by the **Coca-Cola Foundation**. We are seeking motivated and qualified candidates for the following positions:

1. Project Officer (Enterprise Development Officer) – 1 position

- Lead the implementation of enterprise development activities under YAP.
- Supervise and guide Enterprise Facilitators in the field.
- Coordinate with youth entrepreneurs, stakeholders, and partner organizations.
- Monitor progress and prepare regular narrative and progress reports.
- Ability to work effectively with youth, communities and diverse stakeholders.

@ Qualification and Experience : Masters degree in relevant subject and 5 years experience

2. Program Assistant – 1 position

- Support the planning and implementation of community cleaning campaigns.
- Coordinate with youth groups, local authorities, and volunteers.
- Assist in mobilizing participants, arranging logistics, and documenting activities.
- Prepare activity reports and maintain attendance and photo records.
- Ability to work effectively with youth, communities and diverse stakeholders.

@ Qualification and Experience : Bachelor degree in relevant subject and 2 years experience

3. Admin Finance Associate – 1 position

- Maintain financial records, vouchers, and bookkeeping in line with organizational and donor policies.
- Prepare payments, petty cash, and basic financial and expense reports.
- Handle office administration, filing, and procurement support.
- Support audits and project financial reporting.

@ Qualification and Experience : Intermediate degree (+2) in relevant subject and 3 years experience

4. Enterprise Facilitator (EF) – 2 positions

- Identify, mobilize, and support youth entrepreneurs at the community level.
- Conduct training, coaching, and mentoring on enterprise start-up and growth.
- Assist youth in business planning and link them with markets and services.
- Collect field data and report progress to the Project Officer.
- Ability to work effectively with youth, communities and diverse stakeholders.

@ Qualification and Experience : Intermediate degree (+2) in relevant subject and 3 years experience

How to Apply

Interested candidates are requested to submit their following documents by email to **cardnepal.recruitment@gmail.com** within 1st October 2026:

- Application letter
- Updated CV including at least two references
- Copy of citizenship certificate
- Copies of relevant academic and experience certificates

Please ensure that the position title is clearly mentioned in the subject line of the email.

Only shortlisted candidates will be contacted. Women, Dalit, Janajati, Madhesi, and marginalized group candidates are highly encouraged to apply.

Contact Us:

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