

Karnali Community Development Center (KCDC),



Gamgadhi, Mugu

Vacancy Announcement

Date: - 10th June 2026

Karnali Community Development Centre (KCDC) is a service-oriented humanitarian and development focused non-governmental organization (NGO) registered with the District Administration Office, Mugu, Nepal, in 2062 B.S. (2005 A.D.). KCDC has been working to promote sustainable community development and is actively engaged in various social and rural development initiatives. Major thematic areas of KCDC are Food and Nutrition Security, Agriculture and Livelihood development, Maternity, Newborn, and Child Health Care, Public Health, Water, Sanitation and Hygiene (WASH), Renewable and Clean Energy promotion, Rural infrastructure development, Disaster and Climate Change Management and humanitarian support and interventions, social empowerment and poverty reduction.

With the technical and financial support of CARE Nepal, Karnali Community Development Centre (KCDC), Mugu is implementing the Nurture Every Future- Poshan Project in Khatayad Rural Municipality, of Mugu District.

Project Brief: Nurture Every Future – Poshan Nepal.

The Nurture Every Future – Poshan Nepal project aims to improve the nutrition, health, and well-being of women, adolescents, and children in Mugu District through integrated nutrition, health, WASH, and food system interventions. The project works closely with local governments, health facilities, schools, and communities to strengthen nutrition services, promote healthy behaviors, and enhance food security for sustainable development.

Karnali Community Development Center (KCDC), Mugu invites applications from dynamic, motivated, experienced, and qualified Nepalese candidates for the following positions under the Nurture Every Future – Poshan Nepal project.

1. Project Coordinator: - 1 No.

Vacancy No: - 09/082/083

Minimum Qualification, Experience and required skills:

- Master's degree in Public Health/nutrition field with at least 3 years of experience in relevant field.
- Proven experience in MNCH, IMAM, MSNP implementation, and health system strengthening.
- Familiarity with national health and nutrition policies and guidelines.
- Strong facilitation, communication, and reporting skills.




- Familiar with government data management systems and evidence-based planning.
- Collaborative, team-oriented approach with commitment to quality, safeguarding, and accountability.
- Preferably, have a two-wheeler.

2. MEAL Officer: - 1 No.

Vacancy No: - 10/082/083

Minimum Qualification, Experience and required skills:

- At least a bachelor's degree in Statistics, Social Sciences, Education, Public Health/Nutrition, Agriculture, or another relevant discipline, with at least three years of relevant experience in the field of Monitoring, Evaluation, Accountability, and Learning (MEAL).
- Expertise in data management, data collection, data analysis and reporting.
- Have knowledge and skill in designing and implementing monitoring plans
- Experience in the usage of computers and office software packages and expertise on Microsoft excel.
- Experience in writing reports, and a good understanding on monitoring frame -output, outcome. Input, and indicators.

3. GESI and SBC Officer: - 1 No.

Vacancy No: - 11/082/083

Minimum Qualification, Experience and required skills:

- Bachelor's degree in Gender studies, sociology, rural development and other relevant fields with at least 3 years of experience.
- Proven experience in GESI, SBC, social norm, safeguarding implementation and gender transformation.
- Familiarity with national GESI, gender responsive, safeguarding, SBC, policies and guidelines.
- Strong facilitation, advocacy, dialogues communication and reporting skills.
- A collaborative, team-oriented approach with commitment to quality, safeguarding, and accountability.

4. Admin and Finance Officer: - 1 No.

Vacancy No: - 12/082/083

Minimum Qualification, Experience and required skills:

- At least bachelor's degree in finance and accounting or any other relevant discipline with three years' relevant experience in administrative and financial work in development sector.
- Experience of office management, staff management, basic finance management and procurement management.
- Sound knowledge of Nepal Tax laws and policies; proficiency in SSF/CIT/banking transactions;
- Sound computer skills with the ability to work with spreadsheets, and accounting software packages with a sound knowledge of MS Word, Excel, and PowerPoint.
- Experience in reporting to donors and skill on report writing, data management, documentation and presentation skills

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5. Agriculture Facilitator: 2 No.

Vacancy No: - 13/082/083

Minimum Qualification, Experience and required skills:

- Intermediate (or equivalent) in I sc. Agriculture.
- Minimum 3 years' experience in agriculture and livelihood programs.
- Experience with community engagement and local government coordination.
- Strong facilitation, communication, and reporting skills.
- Ability to work independently with minimal supervision.
- Knowledge of GESI, safeguarding, and MEAL systems.

6. Health and WASH Facilitator: 2 No.

Vacancy No: - 13/082/083

Minimum Qualification, Experience and required skills:

- Health Assistant (HA)/Staff Nurse degree with at least 1 year experience, or ANM/CMA with 3 years of relevant experience.
- Familiar with government health and nutrition system and approach and basic knowledge of health, nutrition and WASH practices.
- Aware on health mother group/FCHVs approaches, HFOMC, Nutrition Friendly Health Facility process.
- Good facilitation, communication, and social mobilization skills.

NOTES:

- Locals and members of ethnic or marginalized communities are encouraged to apply for this position.
- Applications received after the deadline will not be considered and only shortlisted candidates will be notified for the further process.
- Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate.

Eligible and interested candidates, who meet the above requirements, are requested to send an application letter clearly stating the applied position, expected basic salary and updated CV with 2 references to kcdcmugu.recruitment@gmail.com or in direct to the KCDC Office, -Gamgadhi-2, addressing to The Human Resource Department of KCDC Mugu, by 16th July 2026 within office hour. Please indicate the position title while applying for your cover letter and in email.

Only applicants who are short-listed will be contracted for further recruitment process. Applications received after the deadline will not be considered. Canvassing at any stage of the recruitment process shall lead to automatic disqualification of the candidate. Telephonic enquiries shall not be entertained. Applicants from marginalized groups, women and local residences are especially encouraged to apply.



Coordinator
Karnali Community Development Center (KCDC)
Gamgadhi, Mugu.

