



The United Nations Population Fund (UNFPA) is looking for qualified candidates for following positions for its Country Office

Vacancy No. UNFPA/Nepal/2010/12 (SB-4/II): Reproductive Health Mortality and Morbidity Officer – 1 post (Kathmandu based) – Service Contract

Eligibility: The applicant should have Advanced degree in health or social sciences, preferably in management, public/business administration, public health, development studies; five years of progressively responsible professional working experience at the national and international level in programme planning, management, monitoring and evaluation in a related field preferably within the UN system; good understanding of contemporary issues, activities and approaches in the thematic area; excellent organizational and technical skills with the ability to prioritize multiple tasks and coordinate with multiple stakeholders; good analytical skill; and excellent command of oral and written English and Nepali.

Vacancy No. UNFPA/Nepal/2010/13 (SB-2/II): Secretary - 2 posts (Kathmandu based) – Service Contract

Eligibility: The applicant should have secondary education (university degree would be desirable) preferably with specialized certification in secretarial practice and office management; three to five years of experience in administration or programme; experience in usage of computers and office software packages (MS office, spreadsheet and database and web-based management systems); and proficiency in English and Nepali languages.

How to apply: Candidates must complete a Personal History Form (P-11) and attach a resume. The P-11 form can be downloaded from <http://www.unfpanepal.org>. Please send your applications only by email to jobs.nepal@unfpa.org clearly marking Vacancy Number and Post in the Subject of your email.

Deadline for applications: Wednesday 04 August 2010. Applications received after the deadline will not be accepted. UNFPA will only respond to applicants in whom we have further interest.

Dalits, Janajatis, Madhesis, people with disabilities, and other minorities are especially encouraged to apply.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. UNFPA is a non-smoking environment.