



Vacancy Announcement
(Date: 8th July 2015)

The European Commission's Humanitarian Aid and Civil Protection department (ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union. ECHO works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

The European Commission's Humanitarian Aid and Civil Protection department (ECHO) in Nepal seeks to recruit a dynamic person to fulfil the position of

ADMINISTRATIVE AND FINANCE ASSISTANT

Administrative Section

(One Year Local Staff Fixed Term Contract, Group 3 position in ECHO Kathmandu)

The Terms of Reference for the post are attached. The standard Europass CV template is available at the EU Delegation website under **Vacancies** for use by the potential candidates: http://www.eas.europa.eu/delegations/nepal/about_us/vacancies/index_en.htm.

The closing date for applications is **22 July 2015 (Wednesday) at 17:00 hours.** Applications will not be accepted after this time.

Applicants will be short-listed on the basis of internal selection criteria and based on the information contained in the applicants CV. Only short-listed candidates will be invited for tests and interviews. Candidates who are not contacted are informed that there will be no follow-up to their applications.

Please go through the following document carefully to know more about this position and how to submit your application.

This vacancy is open to Nepalese nationals and residents holding a valid work permit.

SPECIFICATIONS FOR ALL (LOCAL STAFF) CONTRACTS:

1. The contract will be for an initial period of one year, subject to successful completion of 6 month probation period. Employment is expected to start in August 2015.
2. The salary is defined according to the existing salary-grid for ECHO national staff in Nepal, taking into account the relevant verifiable professional experience. The salary for Group III ranges from NPR 69,314 (Step 1) to NPR 134,798 (step 35).
3. **Applications MUST comprise of:**
 - A **cover letter** (maximum 2 pages) setting out the candidate's motivation and suitability for the position.

- **A completed CV with a maximum of 3 pages in the [EC standard Europass CV template](#)** (The template can be downloaded from the webpage: http://www.eeas.europa.eu/delegations/nepal/about_us/vacancies/index_en.htm).
 - The name, position and contact number/details (telephone, fax, e-mail) of three references, one of them being from the last employer.
4. Completed applications must be sent electronically to email: ECHO-Administration.New-Delhi@echofield.eu and must arrive no **later than 22nd July 2015 at 17:00 hrs local time**. **The subject should be clearly marked Administrative and Finance Assistant (Ref. 30) on the email.**
 5. Please note that only short-listed candidates will be contacted.
 6. Selected candidates will have, within 10 days after notification, to provide the ECHO Office in Kathmandu the following documents (all documents must be presented in original for certification):
 - copy of passport or ID-card
 - copies of documents relating to academic qualifications
 - copies of documents attesting the professional experience
 - copies of reference/recommendation letters
 7. Candidates who do not have the required qualifications and experience should kindly abstain from applying, as their applications will not be considered.
 8. Diplomas or degrees and experience certificates submitted shall be verified with the issuing authorities. Anyone found submitting fake documents will be disqualified and the case may be reported to the concerned authorities for appropriate action.
 9. The European Commission is an equal opportunity employer. Female candidates are strongly encouraged to apply.
 10. The ECHO Office in Kathmandu offers a pleasant working atmosphere and opportunities for personal development. The working conditions include working with a dynamic, enthusiastic and engaged team in an open and collaborative environment.
 11. Candidates must abstain from contacting the ECHO Office for information on the selection process. Any candidate that in any way tries to influence the Selection Committee would be disqualified immediately.
 12. Full confidentiality will be assured.

Sonia Bhalla
Senior Administrative and Finance Officer