



एशोसिएसन अफ मेडिकल डक्टर्स अफ एसिया नेपाल

(AMDA–Nepal)

जि.प्र.का. काठमाण्डौं द.नं. ३२१/०४७/०४८
स.क.प.द.नं. १०००२
पान नं. ३०१७८९७०५
ठेगाना: गोकर्णेश्वर नगरपालिका - ६
जोरपाटी, काठमाण्डौं

Date: 8 January 2019

**Vacancy Announcement
(Notice. No.: 006273/02/2019)**

AMDA-Nepal invites application for the following positions from qualified Nepalese citizen.

Application Process:

Application form is available on request from AMDA Nepal office or can be downloaded in the link below. Candidate must pay non-refundable exam fee during application submission. One set copy of testimonials, two photographs and exam fee are necessary to submit application form.

Application deadline

18 January 2019, 3:00 PM

Exam Schedule

Written test (to be followed by interview and skill test):

Date: 19 January 2019

Time: 9:00 am

Venue: AMDA Nepal office, Jorpati, Kathmandu.

VACANCIES

Vac. No. 01/6273

Position: Program Manager

Duty Station: MCH Project, Gadawa, Dang

Minimum Qualification:

- Master degree in public health and respective council registration

Preferences:

- Three year similar work experience.
- Report/proposal writing skills
- Communication skills and interpersonal relationship.
- Leadership and team building skills
- Logical planning and problem-solving skills
- Knowledge on basic computer skills

Type of appointment: One year SSA (special service agreement) – renewable

Total vacant position: One.

Exam fee: NRs. 1,000.00 (can be paid on cash in central office, Kathmandu or through bank deposit in Nepal Investment Bank Ltd., Durbar marg Branch, (A/C Name: AMDA Nepal, A/C# 00101010029009)

Vac. No. 02/6273

Position: Program Officer

Duty Station: MCH Project, Gadawa, Dang

Minimum Qualification:

- Bachelor degree in public health and respective council registration

Preferences:

Vacancy Notice_6273

Mailing Address:

AMDA-Nepal, P.O. Box 8909, Kathmandu, Nepal.

URL: www.amda.org.np, Tel: +977(1) 4910235, 4911140, Fax: +977(1)4911141, Email: amda@amda.org.np



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- Two year similar work experience.
- Training facilitation and presentation skills
- Report writing skills
- Communication skills and interpersonal relationship.
- Knowledge on basic computer skills

Type of appointment: One year SSA (special service agreement) – renewable

Total vacant position: One.

Exam fee: NRs. 1,000.00 (can be paid on cash in central office, Kathmandu or through bank deposit in Nepal Investment Bank Ltd., Durbarmarg Branch, (A/C Name: AMDA Nepal, A/C# 00101010029009)

Vac. No. 03/6273

Position: Admin Finance Officer

Duty Station: MCH Project, Gadawa, Dang

Minimum Qualification:

- Bachelor degree in account/finance

Preferences:

- Two year similar work experience
- Advance computer skill on accounting software or spreadsheets
- Report writing skills
- Communication skills and interpersonal relationship.

Type of appointment: One year SSA (special service agreement) – renewable

Total vacant position: One.

Exam fee: NRs. 1,000.00 (can be paid on cash in central office, Kathmandu or through bank deposit in Nepal Investment Bank Ltd., Durbarmarg Branch, (A/C Name: AMDA Nepal, A/C# 00101010029009)

For more detail, please contact;

AMDA Nepal

Gorkarneshwar -6, Jorpati, Kathmandu

Phone: **01-4910235/4910140**

E-mail: amda@amda.org.np