

DHULIKHEL HOSPITAL KATHMANDU UNIVERSITY HOSPITAL



Date:- March 09, 2025

VACANCY ANNOUNCEMENT

Dhulikhel Hospital-Kathmandu University Hospital, Women's Health and Cancer Prevention Program (WHCP-DH) invites applications from qualified Nepalese citizens who are self-motivated and passionate about improving women's health through hospital and community-based education, implementation research, and care for the following position in WHCP-DH.

Position	Number	Qualification	Required competencies
Program Assistant	1	B.Sc. in Nursing /Bachelor's in Nursing(BNS)	<ul style="list-style-type: none">• Experienced in screening and management of cervical cancer prevention.• Trained in VIA and Thermo coagulation.• Prior experience in research with proficiency in data management and analysis software.• Well-versed in Microsoft Office Packages (MS Word, MS PowerPoint, MS Excel).• Good reporting and documentation skills both in English and Nepali Language.• Prior experience in community based projects.• Work experience of 2 or more years is preferred.

Job Type: Fixed Term Contract

Working Sites: Dhulikhel Hospital /Outreach Centers

Interested eligible candidates can submit their application along with the following required documents at Human Resource Section, Dhulikhel Hospital by March 23rd, 2025 within the office hour. Late and incomplete application will not be considered.

Required Documents:

- A cover letter addressed to the Administrative Director explaining why you are a suitable candidate for this position.
- Curriculum Vitae with Passport Size Photo.
- Photocopies of Citizenship Certificate and Academic Documents.
- Certificate from respective Nepal Nursing Council.
- Any supporting documents relevant for this position: training certificates, experience letter, recommendation letter.
- Original copy of Bank Deposit Voucher of NRs. 500 (NRs. Five Hundred Only) Non-Refundable.

Bank Details:

Bank Account Name : Dhulikhel Hospital, CHP
Account Number : 1030245752400003
Bank Name : Kumari Bank Limited

Selection process:

Only shortlisted candidates, based on the review of the submitted documents, will be notified for an interview or written examination, or both, as part of the further selection process.



Administrative Director

DHULIKHEL HOSPITAL KATHMANDU UNIVERSITY HOSPITAL



2nd Published Date: 9th March 2025

Vacancy Announcement

Department of Community Program, Dhulikhel Hospital - Kathmandu University Hospital invites applications from energetic, confident, hardworking and committed candidates to work in public health programs. Interested candidates who meet the requirements mentioned below are required to submit their application along with their CV and other related documents by March 16, 2025, at the Human Resource Office.

Position	Program Coordinator
Number	One
Qualification	<ul style="list-style-type: none"> Nepali citizen with a Master's degree in Public Health or Masters/MPhil in Clinical Psychology
Required competencies	<ul style="list-style-type: none"> Strong organizational skills, analytical and problem-solving abilities, and attention to detail. Excellent communication skills in English and Nepali (verbal and written). Prior experience working in Youth Wellbeing Prior experience working with clinical trials, including liaising with district, municipal and ward-level health and education stakeholders Prior experience training and executing quantitative and qualitative research methods with a focus on cultural adaptation and decolonization Ability to confidently engage with emotionally demanding topical areas while working with national and local level stakeholders and partners to bring out results. Leadership skills with the ability to negotiate and work collaboratively. Management skills to support teams working on emotionally demanding topics (ability and experience implementing these recommendations: identifying and planning for specific youth wellbeing needs, engaging in self-reflection, supporting productive team debriefs, connecting teams to resources, modeling psychosocial support).
Key Responsibilities	<ul style="list-style-type: none"> Implement the project as per the protocol. Develop and finalize project documents. Coordinate with partners for smooth project implementation. Organize logistics and communication for regular meetings, educational content for sessions, and evaluation. Provide necessary technical support for team and meetings. Support in project data management and analysis. Disseminate the information gathered (scientific manuscript writing) Prepare and submit donor reports on time. Conduct staff training and support. Document adverse events and reporting per protocol Train and support high-quality execution of co-design of the intervention Train and support high-quality execution of the clinical trial Work 'off-hours' given the multi-country collaboration (e.g., lead meetings early in the morning or late at night to accommodate global team logistics) Develop strong community and government relationships and trust, including with local, municipal, and district health officers/officials, local and municipal educational institutions, and the community's youth and their families. Support annual reporting requirements to the funder.



DHULIKHEL HOSPITAL
KATHMANDU UNIVERSITY HOSPITAL



March 9, 2025

Vacancy Announcement

Research and Development Division, Dhulikhel Hospital - Kathmandu University Hospital invites application from energetic, confident, hardworking and committed candidate to work in health research conducted in partnership with Norwegian University of Science and Technology (NTNU).

Position	Enumerator
Number	One
Qualification	<ul style="list-style-type: none">• Nepalese citizen with PCL nursing or Health Assistant• Preference will be given to those who have prior experience in human health research
Required Competencies	<ul style="list-style-type: none">• Sound knowledge of health research and information gathering system and method.• Knowledge on precautions required for handling and transportation of biological specimens• Computer knowledge (word and Excel applications)
Key Responsibilities	<ul style="list-style-type: none">• Overall assistance in consenting of participants, data collection, handling biological sample (specially stained slides for the nugent's scoring) and keeping safe records of the collected data in POCT-BRA project.

Job Type: Fixed Term Contract

Interested candidates are requested to submit their application to the "Human Resource Department" of Dhulikhel Hospital by 16th March, 2025 within or before 3:30 PM. Late and incomplete application will not be considered.

Required Documents

- Cover letter addressing to the Administrative Director
- Updated resume with 2 references
- Copy of:
 - All Academic certificates
 - Respective council registration certificates
 - Citizenship card
 - Any experience letters and other supporting documents for this position.
- Original copy of Bank Voucher of Rs 500 (Five hundred Only) Non-refundable.
Bank Account Name: Dhulikhel Hospital, CHP
Account Number: 1030245752400003
Bank Name: Kumari Bank Ltd.

Selection Method: Written, Interview or both

Selection Process: Only shortlisted candidates based on the documents provided will be notified for further selection process.



Administrative Director