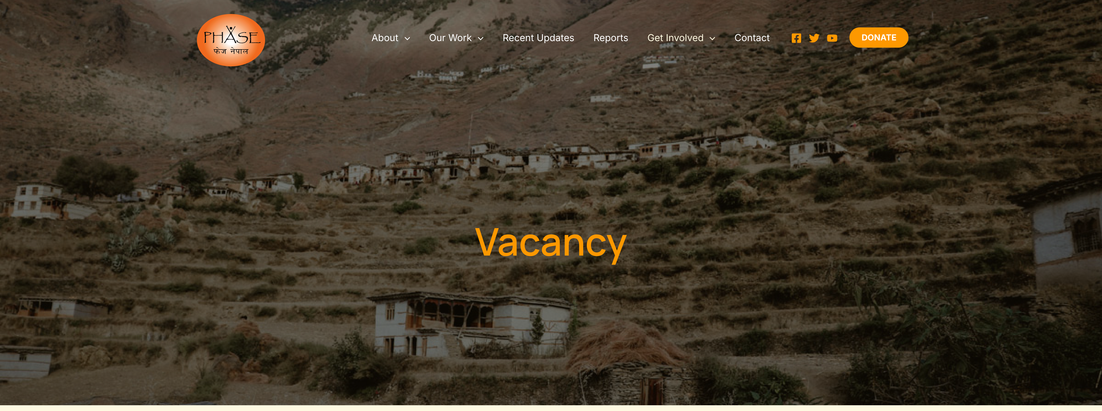


Vacancy

PHASE Nepal is a non-governmental, non-profit, non-political and non-religious organization established in 2006 with a vision of building a self-empowered and self-sustained society free from discrimination. PHASE Nepal works in the areas of health, education, livelihoods, research, disability inclusion and community development across different districts of Nepal.

A sudden flood on 26 August 2026 caused significant disruption along the Bhote Koshi and Trishuli river corridors following an ice and rock collapse near the Nepal–China border. The disaster affected communities, infrastructure and essential services in the affected areas.

PHASE Nepal has initiated emergency relief support and is strengthening its response to address the health and other urgent needs of affected communities in coordination with local governments, health authorities, community representatives and other relevant stakeholders.

To support the continuation of these emergency response activities, PHASE Nepal invites applications from qualified, motivated and committed candidate for the following positions:

Duty Station: Assigned Health Post, Rasuwa District

Contract Duration: Initially one year, with the possibility of extension subject to organizational requirements, performance and availability of funding.

Position	No. of Positions	Minimum Education	Experience	Salary (Gross/Month)
Project Coordinator	1	Bachelor's degree in Public Health or equivalent from a recognized institution	Minimum 3 years of relevant experience, including experience in health program coordination or humanitarian/emergency response	**Rs. 80,272**
Health Supervisor	2	Health Assistant (HA) completed from a recognized institution, with valid registration with the relevant professional council	Minimum 2 years of relevant experience in clinical settings, including patient care, safer motherhood, newborn care, HMIS recording, reporting and documentation	**Rs. 76,371**
Staff Nurse	2	PCL Nursing/Bachelor's in Nursing with valid registration with Nepal Nursing Council	Minimum 2 year of relevant nursing experience. Experience in hospital, health facility, community health, emergency response or humanitarian settings will be preferred	**Rs. 76,371**
Auxiliary Nurse Midwife (ANM)	2	ANM qualification from a recognized institution with valid registration with Nepal Nursing Council	Relevant experience in maternal and child health, maternity and delivery services, community health or emergency response. **SBA training will be preferred.**	**Rs. 66,903**

Note: The above-mentioned gross monthly salary is inclusive of Social Security Fund (SSF), festival allowance, food allowance and field allowance.

Key Responsibilities

1. Project Coordinator

- Coordinate emergency health and program activities with local level authorities, and PHASE team.
- Identify program needs, gaps and resource requirements and communicate them to the PHASE team.
- Develop, implement and monitor activity plans and ensure timely follow-up.
- Monitor field activities, health service delivery, coverage, referrals and overall program progress.
- Coordinate the availability of required medicines, supplies, equipment and other program resources.
- Maintain proper program records, data and documentation and prepare timely reports for PHASE team.
- Prepare and submit reports in accordance with government and PHASE Nepal reporting formats and requirements.
- Support assessments, community engagement, coordination meetings and emergency response activities.
- Follow up with local stakeholders and PHASE teams on identified issues, requirements and agreed actions.
- Provide necessary support during periods of staff unavailability to ensure continuity of program activities.
- Ensure compliance with PHASE Nepal policies, government requirements, safeguarding and accountability standards.

2. Health Supervisor

- Supervise and provide technical support to health staff.
- Coordinate day-to-day health service delivery and outreach activities.
- Monitor the quality and coverage of health services.
- Provide and support clinical services, including patient care, safer motherhood and newborn care as required.
- Ensure proper HMIS recording, reporting and documentation.
- Support referrals, community mobilization and emergency health activities.
- Coordinate with local health authorities, health facilities and relevant stakeholders.

3. Staff Nurse

- Provide quality nursing and basic health care services to patients and affected community members.
- Conduct patient assessment and provide appropriate nursing care and treatment as directed by the responsible health professional.
- Monitor patients' conditions and provide necessary follow-up and referral.
- Administer medicines and treatments as prescribed and maintain appropriate records.
- Provide health education and counselling to patients and community members.
- Support health screening, outreach clinics and community-based health activities.
- Maintain accurate patient records, registers and other required documentation.
- Follow infection prevention and control measures and maintain a safe and hygienic service environment.
- Support emergency health activities and other program activities as required.
- Coordinate with Health Supervisors, ANMs and other health personnel for effective service delivery.
- Perform other duties related to the position as assigned by the supervisor.

4. Auxiliary Nurse Midwife (ANM)

- Provide basic nursing and community health services.
- Support antenatal, postnatal, reproductive, maternal and child health services.
- Support safe motherhood and newborn care services as required.
- Conduct community health education and awareness activities.
- Identify maternal and newborn danger signs and facilitate timely referral.
- Maintain patient records and required documentation.
- Support outreach and emergency response activities.
- Coordinate with other health personnel for effective service delivery.

General Requirements

Candidates applying for the above positions should:

- Have good communication, interpersonal and teamwork skills.
- Be willing to work in a field-based and challenging environment.
- Be willing to travel to affected communities and other locations as required.
- Demonstrate commitment to safeguarding, protection, gender equality, inclusion and professional ethics.
- Be able to work effectively with diverse communities and stakeholders.

Insurance & Benefits

PHASE Nepal will provide accidental insurance coverage of NRs. 20,00,000/- for employees and medical insurance coverage of NRs. 2,25,000/-, covering the employee and up to two dependent family members.

How to Apply

Interested candidates who meet the above-mentioned criteria are requested to submit their application by filling out the application form through the link https://ee-eu.kobotoolbox.org/x/FW7VPgxu no later than **2 October 2026**.

PHASE Nepal reserves the right to qualify or disqualify applications at any stage of the recruitment process.

We are urgently looking to fill these positions. Therefore, PHASE Nepal reserves the right to close the vacancy before the stated deadline if suitable candidates are identified. Interested candidates are encouraged to apply as soon as possible.

PHASE Nepal is an equal opportunity employer and strictly follows a merit-based selection process. Qualified women, persons with disabilities and candidates from disadvantaged and marginalized communities are strongly encouraged to apply.

Only shortlisted candidates will be contacted for the further selection process.

No telephone inquiries will be entertained, and any inappropriate recommendation or undue influence will automatically disqualify the candidate from the further selection process.

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