

VACANCY ANNOUNCEMENT

Handicap International Federation (HI) is an independent and impartial aid organization, created in 1982, working across 63 countries. HI works alongside the vulnerable populations, whatever the context, taking action to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. Present in Nepal since 2000, HI works through a network of local partner organizations in the area of health and physical rehabilitation, inclusive education and resilience including emergency response to improve the living conditions and involvement of the most vulnerable populations in Nepal.

HI Nepal is a part of a South Asia Regional Programme where in the region, HI's interventions specifically include physical rehabilitation, inclusive education, inclusive disaster risk reduction, inclusive economic empowerment, local development, emergency response and so on.

The HI Nepal programme invites applications from interested Nepal nationals for the following position for the emergency projects:

Position: Technical Officer- MHPSS

Project: Emergency

Location: Nuwakot/ Rasuwa, Nepal

Number of positions: 01

Terms & Conditions: Fixed term contract

Duration: as soon as possible – December 31, 2026

Overview:

Under the responsibility of the Project Manager, the Technical Officer contributes to the implementation of HI mandate and ten-year strategy (expressed in StratOp) in his/her home country. He/she contributes to the implementation of projects by providing technical expertise and by ensuring that the quality and impact of the project(s) concerned are optimized.

The TO works in close collaboration with the program's technical team.

Missions/responsibilities (*)

Responsibility 1:

Providing guidance and technical support to projects in accordance with the technical frameworks and general standards of his/her sectoral scope

Activities:

- a. Provide appropriate technical guidance and support to project leaders and/or specialists.
- b. Ensure project(s) activities are implemented in accordance with internal quality and technical standards and propose adjustments or improvements as necessary.

- c. Adapt project documentation as required, in accordance with global technical standards and norms.
- d. Contribute to the regular reporting of technical activities of its scope (collection and analysis of technical data collected) in conjunction with the project team and the MEAL team.
- e. Where appropriate, coordinate and collaborate with the project's technical partners as delegated by the Specialist or Project Manager

Responsibility 2:

Providing project-based technical learning

Activities:

- a. Ensure global and field technical specialists get the information they need and collaborate with technical divisions as needed.
- b. Collect the elements necessary for capitalization exercises or scientific documentation.
- c. Contribute to technical learning under the responsibility of the specialist or project manager, based on best practices.
- d. Responsible for the technical learning of projects based on lessons learned and good practices
- e. Adjust activities to audit recommendations as appropriate.
- f. Implement recommendations to improve the technical quality of projects.
- g. Ensure the technical quality and relevance of project activities implemented within their area of expertise; conduct self-evaluation of their project and participate in evaluation cycles under the supervision of the PM.
- h. Taking ownership of norms and standards anticipates and prepares for nexus adjustments.
- i. Propose research and study topics.
- j. Oversee data collection for research activities.
- k. Contribute to the terms of reference for evaluations.

Responsibility 3:

Contributing to the animation of his/her sector

Activities:

- a. Contribute to technical recruitment.
- b. Contribute to or lead the technical training required in his or her field.
- c. Contribute to the skills upgrading plan for professionals in its sector and may be a third-party assessor.
- d. May contribute to the development of a local talent pool within his/her sector (conducts technical interviews of candidates and makes recommendations, identifies training and coaching needs).

- e. Assists in coordinating technical professional development and facilitating a community of practice, in collaboration with the technical division. Conducts technical trainings for staff as appropriate.
- f. Contribute to the design and collection of operational data to ensure adequate monitoring of activities or ad hoc data collection activities, and ensure appropriate measurement of project completion in his/her area of expertise.
- g. Ensure that data processing is established and carried out in accordance with the rules and principles set by the IM/MEAL and by the technical councils of the sector of expertise.

Responsibility 4:

Contribute to ensure the technical influence of HI on its perimeter

Activities:

- a. Contribute to the outreach of HI expertise: can represent HI technical expertise by delegation in relevant local, regional and international networks and with local partners.
- b. Where appropriate, coordinate and collaborate with the project's technical partners as delegated by the Specialist or Project Manager.
- c. Relay and contribute to advocacy messages within its scope of work.
- d. Write new project content for the continuity or expansion of the project within its technical scope.
- e. Contribute to the writing of new proposals for new opportunities within its technical scope.

Responsibility 5:

Emergency Preparedness and Response Responsibilities

Activities:

Contribute to the support or implementation of emergency preparedness actions of the program(s) and, during an emergency, adapts his/her work modality in order to contribute to an effective HI humanitarian response.

Academic Qualification and Experience:

- Bachelor's Degree in Psychology or any relevant areas of Psychology.
- At least 3 years experience of working on the same thematic preferably in development and humanitarian context

Additional Desirable Requirements:

- Experience working with HI will be given preference
- Can accompany and motivate a person/group.
- Knows how to plan, organise and measure its activities by setting clear, specific and measurable objectives and indicators.
- Promotes participation and cooperation in the activities of its service sector and in multidisciplinary/sectoral work

- Previous I/NGO experience.
- Computer knowledge (MS office package).
- Able to work in harsh conditions.
- Good physical condition.
- The strong teamwork approaches.
- Knowledge of disability and development issues in Nepal
- Sensitized on the issues related to child protection, protection of gender-based violence, etc.
- Experienced in Humanitarian Context, preferably in the fields of rehabilitation and inclusion.
- Experience working in a multidisciplinary context.
- Applicable framework documents: to be defined.
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To Apply:

Send a **motivation letter** and an **updated CV** including **2 referees (one must be your current line manager)** with contact number and e-mail address to recruitment@nepal.hi.org. Applications will be considered on a rolling basis. Please mention the position you have applied for in the Subject of the email. HI Nepal reserves the right to cancel, postpone or modify the whole recruitment process and reject any application without specifying any reasons whatsoever.

Handicap International (HI) is an equal opportunity employer. Qualified women, people with disability, and members from disadvantaged communities are strongly encouraged to apply.

HI firmly believes in the importance of inclusion and diversity within our organization. This is why we are committed to a disability policy to encourage the inclusion and integration of people with disabilities. Please indicate if you require any special accommodations, including participation in the first interview.

Candidates applying for a job with HI must be ready to comply with our Child Protection Policy, and Policy on Prevention of Sexual Exploitation, Abuse and Harassment. HI Nepal has a zero tolerance policy on conduct that is incompatible with the values and mission of HI, hence, all selected candidates are expected to adhere to these standards and principles.