

## 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: Project Manager**

**Project: Emergency**

**Location: Nuwakot, Nepal (with the frequent filed visit to Rasuwa)**

**Number of positions: 01**

**Terms & Conditions: Fixed term contract**

**Duration: September 01, 2026 – February 28, 2027**

**Overview:**

Reporting to the Regional Programme Director, the Project Manager contributes to the implementation of Humanity & Inclusion's mandate and 10-year strategy in the country of intervention. The role is responsible for the effective and timely implementation of emergency projects, ensuring high-quality delivery and maximum impact in rapidly changing contexts. Through an appropriate delegation and oversight system, the Project Manager ensures sound project management, compliance, and accountability. Alongside other HI managers, the post holder contributes to the overall effective functioning and sound management of the organization

**Missions/responsibilities (\*)**

**1. Leadership & Management**

- Act as a role model by promoting HI's values, code of conduct, and institutional policies.
- Lead, coach, and support teams to deliver results in high-pressure emergency contexts.
- Ensure effective coordination within the team and with support departments.

**2. Strategy & Emergency Steering**

- Contribute to emergency response strategy and operational planning.
- Adapt project priorities rapidly in line with humanitarian needs and evolving contexts.
- Contribute to emergency project proposals, revisions, and donor requirements.

### **3. Emergency Project Implementation**

- Ensure timely implementation of emergency activities in line with the project logical framework, budget, and donor rules.
- Plan and monitor activities, resources, and expenditures under delegated authority.
- Ensure accurate internal and external reporting and proper project documentation.
- Manage partnerships with implementing partners and key stakeholders.

### **4. Compliance, Quality & Accountability**

- Ensure compliance with HI policies (PME, PSEAH, AGD) and global technical standards.
- Ensure monitoring, accountability to affected populations, learning, and data quality.

### **5. Emergency Preparedness & Response**

- Lead emergency preparedness actions within the project.
- Reorganize team priorities during emergencies to ensure rapid, effective response.
- Coordinate with authorities, partners, and clusters as required.

#### **Academic Qualification and Experience:**

- Bachelor/ Master's degree in Physiotherapy
- Minimum 5 years of relevant experience in the humanitarian and development field.

#### **Skills:**

##### **Cross-Cutting:**

- Due to the nature of the work and context, the position holder may be required to work beyond normal working hours, on weekends, and holidays.
- Ability and willingness to work and live in diverse, challenging and potentially unstable environments.
- Excellent facilitation skills (facilitation of training, awareness session, communication with the community)
- Experience working in the emergency project
- Experience working with HI will be added advantage
- Knowledge of humanitarian aid project management tools (project cycle, etc.)
- Good planning and organizational skills
- Capacity to manage teams, while strengthening their competencies and autonomy
- Forward-planning and decision-making

- Adaptability and comprehension
- Ability to work under pressure (heavy workload on occasion, temporary deterioration in the security situation)
- English language skills are mandatory
- IT skills (MS Office)
- Commitment to humanitarian aid and its values. Strong focus on the principles of “Do”

#### **Management skills**

- Being capable of helping team members to progress: developing his/her staff's ability to work autonomously.
- Knowing how to position oneself so things can move forward.
- Knowing how to simplify and prioritize.

#### **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](mailto:recruitment@nepal.hi.org) no later than **10 Sep 2026**. **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.***