



## **FHI 360 Nepal**

### **Vacancy Announcement**

FHI 360, an international NGO, requests applications from qualified individuals to work as a **Consultant for Administration and Finance Unit** for supporting multiple projects including COVID-19 emergency response for admin/logistics and finance-related tasks.

#### **Key Responsibilities**

##### **Administration-related Tasks**

- Support with processing requisitions
- Coordination with vendors for delivery of goods/services
- Support with travel arrangement
- Provide logistics support to conduct meetings/workshops/training/other events
- Support with photocopying/scanning services
- Any other administrative tasks based on program requirement

##### **Finance-related Tasks**

- Support to print vouchers, supporting documents & filing
- Support to review Travel Expense Report (TER) and advance settlement
- Support to get confirmation from a payee
- Support to upload Tax Deducted at Source (TDS)
- Any other finance-related tasks based on the requirements

##### **Minimum Requirements**

Bachelor's degree in business studies, humanities or related behavioral or social science field with at least 2-3 years' experience in administrative, financial, and/or office management functions.

Interested individuals are requested to send a cover letter, updated CV with proposed daily rates, and list of two references **by January 7, 2022**, to [Nepal.recruitment@fhi360.org](mailto:Nepal.recruitment@fhi360.org).