



FHI 360 Nepal

Vacancy Announcement

FHI 360, an international NGO, requests applications from qualified individuals to work as short-term **consultants (few positions) for the Finance Unit** for supporting multiple projects including COVID-19 emergency response for finance-related tasks.

Key Responsibilities

- Collect/prepare/review supporting documents to release payment in meetings/workshops/training
- Prepare and submit final documents for the settlement process
- Closely work with the program focal person of the training to be conducted and update the status of the training completed
- 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 financial management functions.

In addition, the prospective candidates should have the ability to perform multiple tasks, travel outside Kathmandu valley, and work under pressure with additional time and effort in emergency/crisis situations independently and proactively.

Interested individuals are requested to send a cover letter, updated CV with proposed daily rates, and list of two references **by March 1, 2022**, to Nepal.recruitment@fhi360.org.