



Concern Center For Rural Youth

Vacancy Announcement

Concern Center for Rural Youth (CCFRY) Nepal is a non-governmental organization established in 2011 and registered with the District Administration Office, Rukum (West). Since its establishment, CCFRY has been actively working across diverse thematic areas including good governance, human rights and social justice, disaster risk reduction (DRR), climate change adaptation, livelihood promotion, education (including education in emergencies), water, sanitation and hygiene (WASH), and natural resource management.

CCFRY is currently implementing the HOPE Project in Karnali Province (Aathbiskot Municipality and Bafikot Rural Municipality) under a sub-grantee partnership model with SAHAS Nepal as the lead organization. The project focuses on strengthening climate resilience, promoting climate justice, enhancing community engagement, and ensuring inclusive development practices among vulnerable communities in Karnali. The project adopts a rights-based and participatory approach, emphasizing local ownership, accountability, and sustainability.

In this context, CCFRY invites applications from qualified, competent and committed Nepali citizens for the following positions:

1. Climate Justice Officer – 1 Position

Duty Station: West Rukum

Qualifications & Experience:

- Bachelor's degree in Agriculture with minimum 3–5 years of relevant experience
- Experience in climate-resilient agriculture or community-based projects preferred
- Proven experience in field-level implementation, data collection, and documentation (including case studies)
- Having good communication and coordination skills.
- Ability to work in multi-cultural and multi-dimensional team.
- Strong proficiency in English (both spoken and written) for reporting and communication purposes.

Key Responsibilities:

- Lead planning and implementation of climate-resilient agriculture and climate justice interventions
- Provide technical guidance on climate-smart agriculture, diversification, and sustainable farming practices
- Maintain regular coordination and communication with the Lead NGO/funding partner.
- Prepare monthly, quarterly progress reports, field updates, and documentation
- Support implementation of Climate Resilient Palika and DRR-related initiatives
- Coordinate with local government, stakeholders, and CBOs/SAMVAD structures for effective implementation
- Ensure integration of GESI, safeguarding, and climate justice principles across activities
- Support monitoring, reporting, and documentation of project progress
- Facilitate training, workshops, and knowledge-sharing at community level
- Provide technical support to farmers and community groups on climate-smart agriculture practices

2. Climate Justice Technician – 2 Positions

Duty Station: West Rukum

Qualifications & Experience:

- Intermediate or 10+2 in Agriculture (JTA) from recognized university or equivalent with at least two years working experience in relevant sectors
- Willing to work in remote rural municipalities with disadvantaged groups
- Knowledge of activities planning, reporting and monitoring of agriculture, social mobilization and community development programs
- Experience of counseling, advocacy of various social issues including climate justice with local dialect.

Key Responsibilities:

- Support for the formation of CBOs, MCs and CBNOs
- Planning, implementation, monitoring and reporting of the project activities
- Assist farmers in adopting climate-smart and sustainable agricultural practices
- Coordinate with local government, NGOs and communities
- Support data collection, field monitoring, and reporting
- Conduct community-level awareness, project related training, advocacy and technical support activities.
- Prepare report with documentation of various advocacy issues.

3. Admin and Finance Officer – 1 Position

Duty Station: West Rukum

Qualifications & Experience:

- Bachelor's/Master's degree in Finance, Accounting, or Management
- Minimum 3 years of relevant experience
- Sound knowledge of accounting software like Moneyworks/FAMAS or similar would be an added advantage.
- Proficiency in MS Office, especially in Excel
- Sound financial management skills, attention to details and mathematical proficiency
- Excellent written and verbal communication skills in English and Nepali

Key Responsibilities:

- Prepare and analyse accounting records, financial statements and other financial reports to assess accuracy, completeness and comply with reporting and procedural standards.
- Prepare vouchers and record transaction in the accounting system after obtaining proper approvals.
- Prepare periodic account reconciliations, income and expenditures reports and budget vs. actual expenses report for the project
- Prepare monthly and quarterly financial report under appropriate activities.
- Prepare advance requests, travel authorization and settlement.
- Comply with local tax laws and regulations
- Facilitate procurement, field staff movements and employee leave records
- Maintain keeping inventories of fixed and consumables and physical count

4. SAMVAD Associate – 1 Position

Duty Station: West Rukum

Qualifications & Experience:

- 10+2 passed with one year working experience in SAMVAD
- Skills of Facilitation technical backstopping
- Knowledge of advocacy campaigns and social awareness
- Ability to organize SAMVAD led activities
- Communication skills, sincere and flexible on working hour

Key Responsibilities:

- Support for SAMVAD group formation
- Plan and implement SAMVAD activities
- Manage and support SAMVAD animators for facilitating SAMVAD Centers

- Organize capacity building training for SAMVAD adolescent girls
- Conduct advocacy campaigns and awareness sessions for SAMVAD
- Communication and coordination with local governments and like-minded organizations

5. Social Mobilizer – 4 Positions

Duty Station: West Rukum (Aathbiskot Municipality and Banfikot Rural Municipality)

Qualifications & Experience:

- Intermediate (+2) or equivalent
- Minimum 1–2 years of relevant experience
- Experience on working for social justice and gender equity with local dialect
- Committed and interested in working in remote communities with facilitation, communications skills, engagement and local languages
- Knowledge of activities planning, reporting, monitoring, social mobilization coordination
- Ability to conduct training, data collection and report writing skills

Key Responsibilities:

- Promoting Gender Equity and Social Justice
- Support for the formation of CBOs, MCs and CBNOs groups
- Organize CBOs meeting and capacity building training
- Conduct various capacity building trainings and workshops
- Manage project activities' survey and data collections
- Implementation and documentation of project planned activities

6. Position: Documentation Officer

Duty Station: Kathmandu

Qualifications and Experience:

- Bachelor's degree in environment science or equivalent in any field.
- At least 2 years of relevant experience in documentation or reporting
- Strong writing and communication skills (English and Nepali)
- Proficiency in MS Office and basic digital documentation and analytical tools
- Ability to work independently and within a team

Key Responsibilities:

- Collect, compile, and organize project-related information and data
- Prepare reports, case studies, success stories, and documentation materials
- Maintain proper filing systems (both hard and soft copies)
- Support monitoring and evaluation processes through documentation
- Coordinate with program teams to ensure timely and accurate reporting
- Manage photo, video, and other communication materials for documentation purposes

Salary and Benefits: As per the rules and regulations of CCFRY Nepal.

Interested Nepali citizens are requested to send their updated CV with cover letter & supported document in pdf file showing their interest including mailing address and telephone number along with references by **8th May 2026** to yrukum@gmail.com

Note:

- Only shortlisted candidates will be contacted
- CCFRY reserves the right to accept or reject any application
- Women, Dalit, Janajati, and candidates from Rukum west are strongly encouraged to apply