

# VACANCY ANNOUNCEMENT

Birat Nepal Medical Trust (BNMT) is a non-profit making Nepalese non-governmental organisation dedicated towards the improved health and wellbeing of Nepalese people.

BNMT seeks competent, committed and result-oriented candidates for a new project as per following details:

<u>SN</u>	<u>Positions</u>	<u>No.</u>	<u>Location</u>
1.	Administrative Assistant (Re-advertised)	1	Nepalgunj
2.	Driver cum Messenger	2	Kathmandu
3.	Driver cum Messenger	1	Hetauda

**Minimum qualifications and experience required:**

- **Administrative Assistant:** Bachelor level degree in Management. Finance or accounting specialization is preferred. Candidate with Proficiency certificate level in relevant discipline with 3 years of intensive experience in Development and Project accounting can also apply for the post;
- **Driver cum Messenger:** SEE/SLC passed having at least three years of driving experience in reputed organization with valid driving license (category A and B).

**Duration: Initially 1-year with the possibility of extension. First 3-months will be probationary period.**

**Deadline: 20<sup>th</sup> January, 2021 (4PM)**

Interested and eligible individuals who meet the above criteria should forward an application and updated CV with at least two references indicating the position applied in the subject line, either through email or post or by hand to the following address.

HR and Administration Manager  
Birat Nepal Medical Trust (BNMT)  
Lazimpat, Kathmandu, Nepal  
P. O. Box 20564  
Email: [bnmt.recruitment@gmail.com](mailto:bnmt.recruitment@gmail.com)

Only short-listed candidates will be invited for selection process. BNMT particularly welcomes applications from women and minority ethnic community groups.