

VACANCY ANNOUNCEMENT

Birat Nepal Medical Trust (BNMT) is a non-profit making non-governmental organisation dedicated towards the improved health and wellbeing of Nepalese people. BNMT seeks competent, committed and result-oriented candidates as per following details:

<u>SN</u>	<u>Positions</u>	<u>No.</u>	<u>Location</u>
1.	Administrator	1	Nepalgunj
2.	Data Entry Assistants	3	Biratnagar, Hetauda and Nepalgunj

Minimum qualifications and experience required:

- **Administrator:** BBS/BBA or Bachelor Level Degree in management related field having at least 2-years professional experience in reputed organizations. Master's degree in management would be an added advantage.

Data Entry Assistant: +2 pass or certificate level pass in any field. 2-years of data entry experience preferred, strong computer skills and ability to enter data into a computer quickly and accurately.

Deadline: 15th May, 2022 (5:00PM)

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
Email:bnmt.recruitment@gmail.com

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