

# VACANCY ANNOUNCEMENT

(Publication date: 21<sup>st</sup> April, 2026)

**Birat Nepal Medical Trust (BNMT Nepal)** is a non-profit, non-governmental organization dedicated to improving the health and well-being of people in Nepal.

BNMT Nepal is currently implementing a project titled “*Comprehensive Strategy for Retention in the TB Infection Cascade of Care (CRITIC)*”, funded by the Union in collaboration with the National Tuberculosis Control Centre (NTCC). This project is being carried out in Rupandehi and Nawalparasi West districts of Lumbini Province, Nepal.

BNMT Nepal invites applications from qualified and interested candidates to fill the following vacant position:

| <b>Positions</b>   | <b>No</b> | <b>Minimum Qualifications and Experiences</b>  |
|--|-----------|--|
| Administrative and Logistics Assistant<br>(Provincial Office, Nepalgunj base position requires frequently visit to project districts.) | 1         | Plus two passed at least one year of working experience in general office administration, logistics and procurement.<br>Bachelor degree – BBA, BBS, B.Com or equivalent would be an added advantage. |

Interested and qualified individuals who meet the above criteria are encouraged to submit their application along with an updated bio-data via email to the address provided below, no later than 27 April 2026.

Senior 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 shortlisted candidates will be invited to participate in the selection process. BNMT Nepal is an equal opportunity employer and encourages applications from women and individuals from Dalit, Janajati, Madhesi/Terai, and other minority communities. Local candidates are strongly encouraged to apply.”