



राष्ट्रिय बहिरा महासंघ नेपाल

National Federation of the Deaf Nepal (NDFN)

A National Organization Affiliated to World Federation of the Deaf (WFD)

Kathmandu, Nepal



14th September, 2025

Vacancy Announcement

The National Federation of the Deaf Nepal (NDFN) is the umbrella organization representing the deaf community in Nepal. NDFN was established to promote and protect the rights of deaf people while strengthening their network. Our organization conducts various programs including the development and dissemination of Nepali Sign Language (NSL), formation of local deaf associations, capacity building, leadership development, and advocacy for the rights of deaf people. Currently, NDFN has 55 affiliated local deaf associations and seven province committees. NDFN is implementing the project Strengthening the Capacity of Organizations of Persons with disabilities for sexual and reproductive health and rights (SCOPE for SRHR) and is seeking a competent program coordinator. Interested qualified candidates are requested to apply under the following TOR.

1. Position: Program Coordinator

Position Overview:

Job Category	: Program Coordinator
No. of Vacancy/s	: [1]
Employment Type	: Contract-Full time
Reporting to	: Director
Job Location	: Kathmandu, Nepal with frequent travel in the project districts
Offered Salary	: Negotiable
Apply Before (Deadline)	: 20th September, 2025

A. Required qualification, skills and experiences

- At Least Bachelor degree .
- At least three years working experiences in project coordination, project management, or specific sector experience in leading position with a proven experience of working with marginalized community .
- Strong interpersonal skills, networking skills, coordination and communication skills.
- Strong knowledge and skills of documentation, data collection, reporting and management.
- Ability to communicate both in English and Nepali language both in spoken and written.

- Ability to work together with government agencies and related stakeholders.
- Basic knowledge in disability rights issues, disability related international legal frameworks, CRPD, disability rights.
- Good computer knowledge in various MS office application

B. Key duties and responsibilities

- Work as focal person under the project implementation and make necessary coordination and collaboration with the downstream partners, government agencies and concerned stakeholders.
- Assist in the development of detailed project implementation plans, timelines, review and resource allocations etc.
- Oversee and coordinate the implementation of project activities, track progress, identify risks, and adopt the implementing solutions to keep the project on track.
- Coordinate, prepare and submit regular progress, financial, and activity reports as per timeline to funding agency and relevant authorities in proper coordination with partners, director and Board.
- Duly communicate with the partners, within organization, funding agency and concerned stakeholders.
- Support and coordinate to make advocacy initiatives on SRHR rights and services in Federal, province and local level in the project area.
- Collect reports, public commitments, evidences and data related to the project implementation, its progress and results in the given format and send it to federal office.
- Carry out related organizational task and responsibilities as assigned by Director and Board.

Diversity and Inclusion:

The National Federation of the Deaf Nepal (NDFN) is committed to promoting diversity, equity, and inclusion in all aspects of our work. We encourage candidates with hearing disabilities (Deaf), other disabilities and those from diverse backgrounds to apply for the position and will give special preference to them. *

Application Procedure

- **What to Submit:** Interested candidates are invited to submit the Cover letter, passport size photo, Curriculum Vitae (CV)/Resume describing the qualifications, suitability for the position.
- **How to Apply:** Interested candidates should submit their application to vacancy@deafnepal.org.np
- **Subject Line:** Please include "Application for Program Coordinator" in the email subject line.

NDFN treats the safeguarding of all beneficiaries, staff, and volunteers earnestly, prioritizing the well-being and safety of everyone who comes into contact with our organization. We will keep the people we support safe from harm by checking that applicants for this job are suitable to work with children and vulnerable adults.

We encourage online submission of proposals. Phone calls/Video calls, SMS will not be entertained. Only shortlisted candidates will be contacted for further process. The organization reserves the right to reject any/all applications without assigning any reasons.

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