

## VACANCY ANNOUNCEMENT

(Announcement Number: 12-40)

The American Embassy in Kathmandu is seeking an individual for the position of Refugee Assistant.

**OPEN TO:** All Interested Candidates

**POSITION :** Refugee Assistant

**OPENING DATE:** September 28, 2012

**CLOSING DATE:** October 12, 2012

**WORK HOURS:** Full-time; 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### **BASIC FUNCTION OF THE POSITION**

The incumbent provides all aspects of administrative services in the Population, Refugee and Migration office. The duties include making travel arrangements for USG personnel and visitors; preparing routine correspondence and cables; requisitioning office supplies and repairs on office equipment; maintaining office expenses and information needed for budget purposes; providing interpreting and translating services in Nepali and Tibetan; assisting with statistical reports and various project management tasks; and maintaining files and records. The incumbent also assists with monitoring and reporting on refugee protection issues, particularly, with regard to Tibetan refugees.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's degree in general studies is required.
2. At least two years of progressively more responsible experience with refugees, international development or equivalent experience is required.
3. Level IV (fluent) speaking/reading/writing English is required. Level IV (fluent) speaking/reading/writing Nepali is required. Level IV (fluent) speaking/reading/writing Tibetan is required.
4. A basic knowledge of Refugee Processing Regulations is required. A good knowledge of current affairs, local customs and local government ministries and offices is required.
5. The ability to manage priorities and work under continuous work pressure is required. The ability to understand statistical information is required. The ability to use various

Windows based computer applications is required. Excellent interpersonal skills are required. Advanced written and oral communication skills are required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO**

Email: [recruitktm2@state.gov](mailto:recruitktm2@state.gov) (write “Application for Refugee Assistant” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Refugee Assistant”)**

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