

DHULIKHEL HOSPITAL
KATHMANDU UNIVERSITY HOSPITAL



9th June, 2025

Vacancy Announcement

Research and Development Division, Dhulikhel Hospital, Kathmandu University Hospital invites applications from energetic, confident, and committed candidates to work in a research project entitled: **“Improving Disaster Health and Climate Resilience at the Expanded Environmental Crisis in Nepal and Bangladesh (RISKESCAPE)”** which aims to address the growing challenges of climate change and environmental degradation in Southeast Asia, providing academic activities in disaster health and environmental studies to Partner Countries HEIs through the development of open courses, the design and implementation of drills in Nepal and Bangladesh as well as the establishment of RISK-E-SCAPE Hubs as nexus of academic community, policy makers, civil society organizations for the preparedness, respond and recovery in environmental disasters.

Position	Project Coordinator
Number	1
Qualification	<ul style="list-style-type: none">• Master's degree in Public Health or Health Science Background.• Preference will be given to those who have prior experience in public health research management.
Required competencies	<ul style="list-style-type: none">• Sound knowledge of health research and good understanding of study designs• Experience in data management.• Ability to develop research tools both qualitative and quantitative• Excellent communication skills in English and Nepali (verbal and written).• Ability to work with national and local level stakeholders and partners to bring out results.
Key responsibilities	<ul style="list-style-type: none">• Implement the study as per the protocol.• Develop and finalize study tools.• Coordinate with partners for smooth project implementation.• Manage and mobilize the research team.• Support in study data management analysis.• Dissemination of the information gathered (scientific manuscript writing)• Prepare and timely submit donor reports.

Job Type: Fixed Term Contract

Interested candidates are requested to submit their application with following documents to the **“Human Resource Department”** of Dhulikhel Hospital by 16th June, 2025 within the office hour. Late and incomplete application will not be considered.



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Required Documents

- Cover letter addressing to the Administrative Director.
- Updated resume with 2 references.
- Copy of
 - All Academic certificates
 - Respective council registration certificates
 - Citizenship card
- Any experience letters and other supporting documents for this position.
- Original copy of Bank Voucher of Rs. 700 (Seven Hundred Only) Non-refundable.

Bank Details:

Bank Account Name : Dhulikhel Hospital, CHP
Account Number : 1030245752400003
Bank Name : Kumari Bank Ltd.

Selection Process: Only shortlisted candidates based on the documents provided will be notified for the interview.



Administrative Director