

KEY VACANCIES FOR EXPATRIATE VOLUNTEERS

NOVEMBER 2023

All expatriate volunteers require:

- A Master's degree [*or equivalent*] in a relevant subject and at least five years of experience in a related field.
- The desire to combine faith and technical expertise to equip, encourage and strengthen the capacity of others.
- A good understanding of, and full commitment to, INF's values and a passion for intercultural Christian service.
- Intercultural training/experience
- A sending agency/organisation

Even without relevant qualifications, there may be opportunities to serve in an advisory/training capacity for three months or less.

PRIORITY POSITIONS

ORGANISATIONAL

- Executive Director, INF International [*Kathmandu / Pokhara*]
- International Partnerships / Donor Relations / Marketing and Promotions / Fundraising / International Communications [*Pokhara*]
- Organisational / HR / Training and Development Advisor [*Pokhara*]
- Information Technology Development Advisor [*Pokhara*]
- Teachers for Expatriate Children [*Pokhara*]

Executive Director, INF International

 **Kathmandu/Pokhara**

The Executive Director [*also known as Nepal Country Director*] will play a key guiding role in the transition of INF International [*INFI*] as it works towards a change in structure by 2025 whilst ensuring strong relationships with the Government of Nepal, supporting INF's team of expatriate technical advisors, managing INF's Kathmandu office and providing support to the leadership of INF Nepal during the transition period. While most of the work will be Nepal-focused, they will be responsible for the leadership of INFI, including its legal responsibilities to the Government of Australia where it is registered. They will have significant experience of management and leadership, especially change management, and preferably across cultures.

International Partnerships / Donor Relations / Marketing and Promotions / Fundraising / International Communications

Primarily in Pokhara

We have six advisor positions that are strategic in the development of international relations, sourcing financial and human resources and strengthening the capacity of the communications, marketing, funding and donor relations teams within INF. Post-holders will have expertise and experience in any of these areas and will have the necessary skills to ensure effective cross-cultural communication. They will support partner staff in preparing proposals and reports will help develop and implement a comprehensive partnership and programme development plan for new activities in INF. Working closely with the Executive Director, and competent local staff, they will advise across the organisation.

Organisational / HR / Training and Development Advisor

Pokhara

To help develop the HR Department, and the strategy for the whole organisation over the next five years, we are seeking someone with expertise and experience in leadership development who can identify and implement strategies and programmes to support future leaders. They will devise and support a structured internship programme across INF in order to fulfil the vision and purpose of INF and they will contribute to succession planning.

ALSO AVAILABLE

- Information Technology Advisor [*Nepalgunj or Surkhet*]
- Learning Support & Development Advisor [*Pokhara, focusing mainly on Expatriate support*]

Information Technology Development Advisor

Pokhara

Keeping up-to-date with rapid changes in IT is essential for efficient and effective delivery of our programmes. We need someone who can help to develop IT systems as well as develop the strategy for next five years at an organisational level. They will work with a counterpart to ensure that relevant international developments in IT and other technical areas are incorporated into INF's work and shared with partners and other local organisations.

Teachers for Expatriate Children

Pokhara

To provide education for the children of expatriate personnel outside of Kathmandu thus enabling expatriates remain in Nepal to use their technical skills to build the capacity of INF and its partners.

HEALTH RELATED PRIORITIES

- Hospital Development Advisor [*Pokhara*]
- Palliative Care Specialists [*Pokhara*]
- Prosthesis and Orthosis Specialist [*Pokhara*]
- Anaesthetist / Intensive Care Specialist [*Pokhara*]
- Trauma Surgeon [*Pokhara*]
- Orthopaedic / Arthroscopic Surgeon [*Pokhara*]

Hospital Development Advisor

Pokhara

To help develop INF Hospitals as 'centres of excellence' in leprosy and disability. To develop the master plans as long-term strategy that include infrastructure development, human resource, major equipment procurement and implement them in coordination with the Nepali counterpart.

Palliative Care Specialists

Pokhara

INF has a number of exciting opportunities for qualified Palliative Care personnel to join our multidisciplinary team based at Green Pastures Hospital [*GPH*] at a time of rapid clinical expansion. We are urgently seeking a Palliative Care medical specialist to assist in providing a comprehensive palliative care service based at GPH, including clinical services [*consultative, 14-bed inpatient care for adults and children, outpatient, day therapy and community services*], working closely in a multidisciplinary team environment. They will support the Sunita project teaching and mentoring programs and research activities. There is also need for other qualified Palliative Care personnel – for example, Specialist Nurse, Physiotherapist, Occupational Therapist, and other disciplines.

Prosthesis and Orthosis Specialist

 Pokhara

Build the capacity of Nepali counterpart and strengthen the services of prosthesis and orthosis department of INF's hospital. Introduce the new advances that is globally practiced for improvement in quality of life of disabled patients

Anaesthetist / Intensive Care Specialist

 Pokhara

Maintain and develop Nepali staff in new techniques, technologies in their field and seek to transfer skills and knowledge to better serve the local community and provide a professional service for the clinical clusters in the field of anaesthesia and intensive care. To contribute towards maximizing INF's performance in this area and sharing international best practice with INF and its clinical partners.

Trauma Surgeon

 Pokhara

Build the capacity of the INF Health services in field of joint rehabilitation and provide expertise service to improve the community and Provide expertise and deliver and trauma surgery services and other relevant services for the target group in remote and socially excluded/marginalised, underprivileged, and disadvantaged peoples of Nepal and prevention of disability.

Orthopaedic / Arthroscopic Surgeon

 Pokhara

Build the capacity of the INF Health services in field of joint rehabilitation and provide expertise service to improve the community and *[Provide]* expertise and deliver and develop orthopaedic surgery and other relevant services for the target group in remote and socially excluded/marginalized underprivileged and disadvantaged peoples of Nepal and prevention of disability.

OTHER PRIORITIES INCLUDE

Audiologist/Audiology specialist

 Pokhara

Build the capacity of the INF health services in their field of audiology expertise and deliver and develop audiology care and other services for the target group of remote Nepal who are poor and socially excluded/marginalized, underprivileged and disadvantaged people. In addition to this, s/he is involved in development of community outreach services.

Reconstructive Surgeon

 Pokhara

Help to build the capacity of INF services by providing expertise, delivering and developing reconstructive surgery and other relevant services for the target groups in remote and socially excluded/marginalised, underprivileged and disadvantaged peoples of Nepal.

Rehab Physician

 Pokhara

To develop comprehensive plans for immediate and long-term rehabilitation including therapeutic exercise; speech and occupational therapy; counselling; cognitive retraining; patient, family or caregiver education; or community reintegration. Also to support the Provincial Hospital particularly in Karnali Province to develop the service and build capacity of the Provincial Hospital.

ALSO AVAILABLE

- Speech and Language Specialist *[Pokhara]*
- Rehabilitation Nutritionist *[Pokhara]*
- Leprosy and Rehabilitation Support Specialist *[Project areas]*
- Therapist *[Project areas]*

COMMUNITY HEALTH AND DEVELOPMENT

- Livelihoods Development Advisor *[Pokhara, focusing mainly on Lumbini Province]*
- Monitoring and Evaluation Advisors *[Pokhara or Kathmandu]*
- Environmental and Sustainability Development Advisor *[Pokhara, focusing mainly on Lumbini and Karnali Province]*
- Disaster Resilience Management/ Resilience Advisor/ Trainer *[Pokhara]*
- Gender and other Minority Inclusion Advisor *[Pokhara]*

Livelihoods Development Advisor

 Pokhara, focusing mainly on Lumbini Province

Livelihoods development is an area of great need within Community Empowerment / Development. This advisory role will involve training a counterpart and project leaders to identify and act on key needs, relating the professional skills of staff to those needs. They will apply and teach appropriate international best practice and train national staff to develop and implement appropriate strategies.

Monitoring and Evaluation Advisors

 Pokhara / Kathmandu

Ongoing monitoring, evaluation and reporting forms the basis of change and development leading to good outcomes for the communities served. There is a need to ensure compliance of the Project Agreements, appropriate international best practice in planning, monitoring, evaluation and to develop tools, systems and procedures. We have two advisor positions that require statistical and reporting expertise and experience, as well as the willingness to travel and spend time in INF projects. Postholders will advise senior staff, train local staff and give support to the development of research and evaluation in INF. They will have experience and qualifications in monitoring and evaluation.

Environmental and Sustainability Development Advisor

 Pokhara focusing mainly on Lumbini and Karnali Provinces

There is a clear need to respond to climate change issues throughout. INF needs to bring new environmental and sustainability initiatives into its development work to take it to the forefront of implementing new technologies in the field. The postholder will have expertise and experience in community development and climate change mitigation, and will develop a counterpart, advise senior leadership and train project leaders and staff. They will research and pilot new ideas in key areas and evaluate the overall effectiveness of the work, ensuring INF Nepal abides by ethical and international standards in environmentally sustainable initiatives.

Disaster Resilience Management/ Resilience Advisor/ Trainer

 Pokhara

Disaster resilience and relief have become a part of community development in recent years. The impact of increasing natural disasters and climate change have increased the importance of community preparedness for changes and unexpected events. The post holder will have training and experience in preparing people to cope with such events and more gradual change. Together with a counterpart they will train and develop Nepali staff in the field of disaster management and develop disaster management systems for INF and its work in line with international standard disaster management best practice.

Gender and other Minority Inclusion Advisor

 Pokhara

There is a need across the organization, and the areas in which the organisation works, to mainstream gender and minority inclusion at all levels. The role will focus primarily on gender, but also other minorities, such as, those with disabilities. The post holder will have appropriate training and experience and will be responsible for providing strategic and technical advice to strengthen the work of the INF on gender and minority inclusion across its work. The Adviser will also train and develop a counterpart and senior staff throughout the organization.

ALSO AVAILABLE

- Training and Development Advisor [*focusing on Lumbini Province, Nepalgunj*]
- Community Based Inclusive Development Advisor [*focusing on Lumbini, Banke, Karnali Surkhet*]
- Livelihoods Development Advisor [*Nepalgunj or Surkhet*]
- Leprosy and NTDs Expert Advisor [*Pokhara, focusing mainly for Gandaki, Lumbini and Karnali Provinces*]

Please note that INF is unable to pay salaries to expatriate workers in Nepal.

For more information about the application process visit:
<https://www.inf.org/expat-recruitment-steps/>
Contact: recruitment@inf.org