The **SAARC Tuberculosis and HIV/AIDS Center (STAC)** is a regional institution under the South Asian Association for Regional Cooperation (SAARC), dedicated to combating tuberculosis (TB) and HIV/AIDS in the SAARC region through research, capacity building, policy advocacy, and technical support to member states.

General Services Staff under SAARC Tuberculosis and HIV/AIDS Centre (STAC) invites applications from qualified Nepalese citizens for the post of Receptionist (GSS III).

**The vacancy notice is posted in Gorkhapatra on August 12, 2025. Please refer to the note below for amendments to the application procedure.**

**DETAILS/REQUIREMENTS**

Post: Receptionist, SAARC TB and HIV/AIDS Centre- Nepal (One)

Level: GSS-III

Age: Below 40 years as of the date of the application call

Location: Bhaktapur, Nepal

Date of Joining: Ten days (10 days from the date of issue of the offer letter)

Duration: Contractual basis including a one-year probationary period, extendable based on performance and conduct

Work Environment: In an office setting some travel may be required for attending meetings or conferences

Reporting Structure: Reports to the STAC Director

**Brief Position Description:**

We are seeking a highly organized and responsible Receptionist-GSS-III to join our STAC team. The role involves handling reception, telephone inquiries, correspondence management, providing assistance in general office management including receiving visitors and office administrative support, meeting logistics; etc.

**ESSENTIAL RESPONSIBILITIES:**

1. Greet visitors, ascertain their needs, answer basic questions, and direct them to the appropriate staff person or department.
2. Manage the office reception; handle calls and inquiries and direct them to the appropriate staff.
3. Recording of messages for concerned authorities, received in their absence and submission of message slips to them.
4. Receipt/registration/distribution of all incoming mail and dispatching all outgoing mail on a priority basis and maintaining record of dispatches.
5. Provide clerical support including scanning, photocopying, filing and record keeping.
6. Coordinate internal meetings and logistics which includes conference room reservations, arranging for meeting refreshments, notification to members, distribution of meeting materials and minutes, and confirming participant reservations and attendance.
7. Coordinate with support staff and security as needed including gardener, sweeper and ensure office cleanliness and up-keep the premises.
8. Other duties as assigned by Director, Professionals and Admin.

**QUALIFICATIONS AND REQUIREMENTS:**

**EDUCATION:** Minimum Intermediate/+ 2 in management, administration, or relevant field.

Preferred Bachelor’s degree in the relevant field.

**REQUIRED EXPERIENCE & SKILLS:**

* At least 2 years of similar experience.
* Ability to use MS office (Outlook, Word, excel, PowerPoint).
* Administrative, organizational and general office management skills
* High integrity and commitment to organizational values and principles.
* Flexibility and ability to work with people of diverse backgrounds.
* Attention to detail and accuracy in record-keeping
* Strong verbal, writing and communication skills essential (Nepali and English).

**SALARY and ALLOWANCES:**

| **Details** | **Amount ( US $)** | **Remarks** |
| --- | --- | --- |
| Salary Scale |  US $ 178 |  |
| House Rent Allowance | 50% of basic salary per month. |   |
| Conveyance Allowance | US $ 40.00 Per month |   |
| Medical Allowance | US $ 40.00 Per month |   |
| Children Education Assistance | 90% reimbursable of school Tuition Fees. US $ 500.00 per year per child (Max. 2 child). | Applicable only to child enrolled in school up to Grade XII/A-level. |
| Festival Allowance | Equivalent to one month’s basic per annum. |   |
| Other | As per SAARC Harmonized Rules. | Annual increment in the salary of GSS-I-VI categories will be contingent upon their satisfactory performance |

**General Information(s):**
Interested candidates are requested to apply for this post with the submission of complete **“Application Form in STAC Format”** along with the following:

* Cover Letter addressed to the Director, SAARC Tuberculosis and HIV/AIDS Centre (STAC), Thimi, Bhaktapur.
* Updated CV
* One recent passport-size photograph
* Attested education certificates from Department of Consular Services

Note: All original educational certificates, along with attested copies from the Consular Division of the Ministry of Foreign Affairs, Nepal, must be brought to the interview for verification.

* Experience certificates and other relevant documents
* Certificates of Trainings of related field, if applicable
* Recommendation of Candidate’s Employer (Format in Application Form)

**Application procedure:** Electronic copy of the listed documents should be sent to director@saarctb.org and hardcopy should be submitted through Post Box no: 9517 by September 16, 2025.

Please include “Receptionist-STAC” in the subject line.

Submissions of both electronic and attested hard copies are compulsory.

**Termination of appointment:** Due to abolition of post for reduction of staff or for reasons of disability, shall be paid one month’s basic salary as indemnity, provided the staff member has served continuously at least for 12 months.

**Resignation by staff member:** Incase a staff member decides to voluntarily resign; he/she shall be subject to a one-month notice period. In the event of failure to provide such notice, one month's salary will be adjusted.

A shortlist for the interview of the applicants will be made as per approved criteria by the internal/Selection Committee. A notice will be sent to the shortlisted candidates only for the interview. No financial benefits such as travel allowance will be paid to the candidates appearing for the interview.

**Please note that canvassing or untoward influences of any form will disqualify the candidate.**

**Note:** Initially, the vacancy announcement requested potential candidates to submit their applications through the Ministry of Foreign Affairs, Government of Nepal to the SAARC Secretariat.

However, STAC now requests all the potential candidates to directly submit electronic copies to director@saarctb.org and hardcopies through Post Box no: 9517 by September 16, 2025.