CEDB Hydro Fund Limited

VACANCY ANNOUNCEMENT

CEDB Hydro Fund Limited (CHF), is one of the most reputed, professionally best managed and fastest growing Company in Hydropower Sector in Nepal, with over 110 MW already constructed and under development. CHF offers the most dynamic, growth oriented and highest paying opportunities; CHF work experience is highly valuable and will be the cornerstone for most successful and high paying career.

CHF is looking for dynamic, self-driven and result-oriented personnel with excellent interpersonal skill as well as outgoing personality, for the positions listed below for its various Hydropower Projects.

1. **Project Manager (073/74-PM)**

   Job Location: Kathmandu/Lamjung/Dolakha/Sankhuwasabha/Rukum

   Job Description:

- To execute a hydropower project within specified time and budget.
- Review project related reports and documents
- Take a role of Team Leader and supervise the work

Job Specification:

- BE in Civil/Electrical/Mechanical/Industrial
- Minimum 5 years of experience in hydro power design, development and construction

2. **Manager-Account, Admin and Corporate Affairs (073/74-MAACA)**

   Job Location: Kathmandu

   Job Description:

- To lead and involve in all Account and Admin functions of the Company and it's subsidiaries.

Job Specification:

- MBA/MBS (Finance and Accounts)
- Minimum 5 years of experience in similar capacity

3. **Manager-Finance and Investment (073/74-MFI)**

   Job Location: Kathmandu

   Job Description:

- Works closely with investment analysts to assess financial information and investment opportunities

- To lead and involve in all finance and investment function of the Company and it's subsidiaries.

Job Specification:

- MBA/MBS (Finance and Investment)
- Minimum 5 years of experience in similar capacity

4. **Manager-Human Resource Development (073/74-MHRD)**

Job Location: Kathmandu

Job Description:

- To lead and involve in all HR functions of the Company and it's subsidiaries.

Job Specification:

- MBA/MBS (Human Resource)
- Minimum 5 years of experience in similar capacity

5. **Assistant Project Manager (073/74-APM)**

Job Location: Kathmandu/Lamjung/Dolakha/Sankhuwasabha/Rukum

Job Description:

- To execute a hydropower project within specified time and budget.
- Review project related reports and documents
- Take a role of Team Leader and supervise the work

Job Specification:

- BE in Civil/Electrical/Mechanical/Industrial
- Minimum 3 years of experience in hydro power design, development and construction

6. **Assistant Manager-Finance and Investment (073/74-AMFI)**

Job Location: Kathmandu

Job Description:

- To assist in managing finance and investment function of the Company.

Job Specification:

- MBS/MBA (Finance and Investment)
- Minimum 3 years of experience in similar capacity

7. **Engineer (Civil/Electrical/Mechanical) (073/74-E-CEM)**

Job Location: Kathmandu/Lamjung/Dolakha/Sankhuwasabha/Rukum

Job Description:

- To be a part of Project Management team and contribute to project execution.

Job Specification:

- BE in Civil/Electrical/Mechanical/Industrial
- Minimum 2 years of experience in similar capacity

8. **Geologist (073/74-GEO)**

Job Location: Lamjung/Dolakha/Sankhuwasabha/Rukum

Job Specification:

- Minimum Masters in Geology
- Minimum 2 years of experience in construction of Hydropower/Underground Structure

9. **Officer-Account, Admin and Corporate Affairs (073/74-OAACA)**

Job Location: Kathmandu

Job Specification:

- BBS/BBA/MBS/MBA (Finance and Accounts)
- Minimum 2 years of experience in similar capacity
- Must have knowledge of Accounting software
- Must have good knowledge on Tax & Vat

10. **Officer-Human Resource Development (073/74-OHRD)**

Job Location: Kathmandu

Job Description:

- To involve in all HR functions of the Company and it's subsidiaries.

Job Specification:

- MBA/MBS (Human Resource)
- Minimum 2 years of experience in similar capacity

11. **Public Relation Officer (073/74-PRO)**

Job Location: Kathmandu/Lamjung/Dolakha/Sankhuwasabha/Rukum

Job Description:

- Responsible for Liaison & Public Relation.
- Responsible for handling purchase of land, land related issues.
- Keeping the management updated about the issues with Locals which may affect the Organization positively/negatively and help to identify the hurdles.
- Maintain and keep good relation with Engineers, Contractors, Consultants, and Supervisor, Management.

Job Specification:

- Graduate in any discipline
- Minimum 2 years of experience in similar capacity

12. **Officer-Media and Publicity (073/74-OMP)**

Job Location: Kathmandu

Job Specification:

- BA/MA (Journalism and Mass Communication)
- Minimum 2 years of experience in similar capacity

13. **Surveyor (073/74-SUR)**

Job Location: Lamjung/Dolakha/Sankhuwasabha/Rukum

Job Description:

- Check and verify the line and level of project components
- Establishing the Bench Marks (BM), check and re-survey the approved precision of BM and make the necessary recommendation to Engineer or Resident Engineer
- Make the necessary topographical survey as directed by Engineer
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- Prepare or supervise preparation and keeping records of all data, charts, plots, maps, records, and documents related to surveys.
- To conduct topographical survey.

Job Specification:

- Intermediate/Bachelor in Geomatics
- Minimum 1 year of experience as surveyor

14. **Overseer/Sub Overseer (Civil/Electrical/Mechanical) (073/74-OSO)**

Job Location: Lamjung/Dolakha/Sankhuwasabha/Rukum

Job Specification:

- Minimum 1 year of experience in similar capacity
- Should be innovative.
- Able to work for long hours.
- Able to meet deadlines.

15. Assistant-Account and Admin (073/74-AAA)

Job Location: Kathmandu

Job Specification:

- BBA/BBS (Finance and Accounts)
- Knowledge of Accounting Software, Tax & Vat will be added advantage

16. **Assistant-Finance and Investment (073/74-AFI)**

Job Location: Kathmandu

Job Specification:

- BBS/BBA (Finance and Investment)

17. **Assistant-Human Resource Development (073/74-AHRD)**

Job Location: Kathmandu

Job Specification:

- BBA/BBS (Human Resource)

18. **Receptionist/Secretary (073/74-RS)**

Job Location: Kathmandu

Job Specification:

- BBA/BBS completed/running
- Short hand Nepali typing is must

- Good command in office package (Word, Excel)
- Good knowledge of file keeping

19. **Engineer Trainee (Civil/Electrical) (073/74-ET-CE)**

    Job Location: Kathmandu/Lamjung/Dolakha/Sankhuwasabha/Rukum

    Job Specification:

- Fresher in BE Civil/Electrical

To Apply:

The above mentioned positions are based on inside and outside Kathmandu Valley. For the vacancy details please log on to www.chf.com.np interested applicants are requested to send their updated CV to **hr@chf.com.np** mentioning the **Vacancy Code** in the subject line for which they are applying before **May 28, 2017 (Jestha 14, 2074).**