

NEPAL EBENEZER BIBLE COLLEGE

(Accredited by Asia Theological Association)

Besin Gaun, Jorpati, Gokarneshwor – 6, GPO 8975, EPC 1952, Kathmandu, Nepal
Telephone: +97714915976, Email: nebc.principal@gmail.com, nebc.academics@gmail.com

VACANCY ANNOUCEMENT

Nepal Ebenezer Bible College (NEBC) is a non-profitable academic institute serving since 1992 as an academic wing of National Churches Fellowship of Nepal with a vision of equipping men and women of God for the edification of the body of Christ. NEBC hereby invites applications from interested and qualified candidates for the following post:

- Job Title:** Accountant com Office Secretary
- Level:** Secretary Starting Level
- No of Position:** 1 (one)
- Term/Duration:** 6 months provisional (internship) period; the term will be possibly extended to contract of three years depending on the competitiveness.
- Salaries/Benefits:** Negotiable depending on the proven competency of the candidate/ according to the institution's rules.
- Qualifications:**
1. BBS or equivalent
 2. Theological background appreciated (not compulsion)
 3. Able to work with good commanding in English (both speaking and writing), and must have computer knowledge / skilled-knowledge of accounting and drafting documents with MS, EXCEL, PPT, etc.
 4. Working experience on the job title will be much appreciated.
- Attachments:** Interested candidates may apply along with handwritten application clearly mentioning the post applied for with the attachment of the following documents:
2. Curriculum Vitae / Résumé
 3. Photocopies of Academic (and Experience) Certificates
 4. Photocopy of the Nepali Citizenship Certificate
 3. Recommendation Letter from the membered Church
 4. Recent Passport Size Photograph (one)
- Preference:** Female candidate will be given the first preference.
- Last Date of Application:** The application needs to be reached at the office of the Institute latest by 5:00 pm., Tuesday, November 21, 2017 (Mangsir 5, 2074).
- Interview:** NEBC reserves the right to accept or reject applications without assigning any reason thereof. Only short-listed candidates will be called for interview on November 23, 2017 (Mangsir 7, 2074).



Rev. Upendra Upadhyaya
Acting Principal and Dean of Academics
NEBC



Rev. Dr. Simon Pandey
Chairman of the Board of Governors
NEBC