



Gurkhas living their  
lives with dignity

## JOB ADVERT: AREA WELFARE OFFICER / ASSISTANT

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We are currently seeking Area Welfare Officers and Assistant Area Welfare Officers to implement the Trust's welfare programme for Gurkha veterans, their families and communities in Nepal.

### WHY JOIN THE GURKHA WELFARE SCHEME?

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- High job satisfaction in a role where your experience, skills and commitment are valued
- An opportunity to serve your community in Nepal
- An opportunity to work with one of the most respected organisations in Nepal
- A management structure and working environment familiar to you
- The option to continue your service until the age of 60

### PAY AND BENEFITS

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- Competitive salary
- Dashain bonus
- 10% employer's provident fund
- Gratuity (after completing 3 years' service)
- Clothing allowance
- Daily subsistence allowance
- 28 days paid leave
- 100% medical cover in Nepal for self and dependants
- Personal insurance cover

## Example of Monthly Salary for Fiscal Year 2016/17

Area Welfare Officers		Assistant Area Welfare Officers	
GWS Service	Remuneration	GWS Service	Remuneration
AWO - 1st Yr	Rs 216,783	AAWO - 1st Yr	Rs 160,981
AWO - 3rd Yr	Rs 229,583	AAWO - 3rd Yr	Rs 169,781
AWO - 6th Yr	Rs 248,783	AAWO - 6th Yr	Rs 182,981

## KEY ROLES AND RESPONSIBILITIES

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- Lead and manage an Area Welfare Centre
- Plan and deliver a wide range of Individual and Community Aid programmes
- Assist British Gurkhas Nepal with Service Pension payment, recruiting and dealing with Service personnel's compassionate cases
- Liaise with local authorities including the Chief District Officer and Local Development Officer
- Undertake regular 'field' visit of your area and investigate cases of individual aid and projects
- Hosting and briefing visitors

## SELECTION PROCESS

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### To apply

Applicants must have served with the UK Brigade of Gurkhas or Gurkha Contingent Singapore Police Force. The successful candidate will be appointed provisionally on condition of gaining Nepali citizenship.

Applicants should complete a standard GWS Job Application Form and provide, with a CV covering the skills outlined above, by email to the Office Manager GWS at [office.mgr@hqgws.org](mailto:office.mgr@hqgws.org).

## **Deadline**

This application process is ongoing.

## **Applications**

Any questions over job description, pay and conditions should be addressed, in the first instance, to the Office Manager.

T: +977-61-567281

E: [office.mgr@hqgws.org](mailto:office.mgr@hqgws.org)