

### **JOB OPENING:**

Position: Nurse - Clinic / Health Department  
 Employment Type: Full-Time (Contractual Basis)  
 Location: KIRAN Society, Varanasi, Uttar Pradesh

#### **About KIRAN Society**

KIRAN Society is a registered non-governmental organization working since 1990 for the inclusion, rehabilitation, education, and empowerment of children, youth, and persons with disabilities through multidisciplinary and community-based programs.

#### **Position Summary**

KIRAN Society invites applications from qualified and committed professionals for the position of Nurse on a full-time contractual basis in the Clinic/Health Department. The selected candidate will be responsible for day-to-day clinical operations, delivery of nursing and first-aid services, support to visiting doctors, implementation of preventive healthcare measures, and maintenance of accurate medical records and inventory systems.

#### **Key Responsibilities**

- Provide first aid, nursing care, and chronic medication support to children and persons with disabilities.
- Maintain patient registers, treatment records, and medicine stock records.
- Assist visiting doctors and coordinate referrals to external healthcare facilities as required.
- Support annual health check-ups, vaccination drives, and deworming programs.
- Monitor hygiene and sanitation standards in schools, hostels, and canteen facilities.
- Manage procurement of medicines, track expiry dates, and ensure timely replenishment of first-aid kits.
- Prepare monthly reports, support budget monitoring, and contribute to annual health planning.
- Participate in Parent Training Programs, Community-Based Rehabilitation (CBR) camps, and health awareness initiatives.

#### **Eligibility Criteria**

- Qualification: GNM / B.Sc. Nursing with valid Nursing Council registration.
- Experience: Minimum 2 years of relevant clinical experience (experience in paediatric care or disability sector preferred).
- Strong documentation, communication, and teamwork skills.
- Demonstrated commitment to inclusive care and child protection standards.
- Language Proficiency: Ability to read, write, and communicate effectively in Hindi and English.

#### **Terms of Employment**

- Engagement will be on a full-time contractual basis.
- Contract duration and renewal will be as per organizational policy.
- Remuneration will be commensurate with qualifications and experience, in accordance with organizational norms.
- Appointment will be subject to verification of credentials and background checks.

#### **Application Process**

Interested candidates may submit their updated CV and cover letter to:

✉ [hr@kiranvillage.org](mailto:hr@kiranvillage.org)  
 ✉ [krehabmanager@kiranvillage.org](mailto:krehabmanager@kiranvillage.org)

Subject Line: *Application for Nurse - KIRAN Society*

Last Date to Apply: 21 February