

Army: Head of British Gurkhas Dharan (HD BGD), British Gurkhas Nepal
Ref No: 149, Advert issue date: 18 September 2026
Application Deadline: 31 October 2026

About the Job

Location: British Gurkhas Dharan, Nepal

Grade: Gurkha Support Function 1 (GSF) - Broadly equivalent to D/EO.

Contract type: Fixed Term: 3-years; with an option to extend by a further 2-years (5 years total).

Start date: End of March/First week of April 2027

Working pattern: Full-time: 37-hours per week

Eligibility Requirements

- A former or currently serving Commissioned Officer from the Brigade of Gurkhas.
- Must hold Nepali Citizenship.
- Under 57 years of age at the start of employment.

Job Summary

Are you a former or serving commissioned officer from the Brigade of Gurkhas and seeking an exciting role in Nepal? This could be the job for you!

Headquarters British Gurkhas Nepal (HQ BGN) is based in Kathmandu, Pokhara and Dharan to maintain the firm base in order to enable Gurkha recruiting and Welfare services on behalf of the MoD.

HD BGD position is based in Dharan and is responsible to the Quarter Master (QM) BGN for the overall administration, day-to-day management and security of BGD Camp to support the delivery of HQ BGN missions and tasks. In addition, HD BGD is also the immediate Line Manager for BGD Staff such as Porter Major, Security Guards, Mov Det staff, Drivers, and permanent and casual labourers.

Job Description

The post holder will be responsible for the following:

- Overall management responsibility of the BGD camp. This includes the security of BGD camp, accountability of stores and maintenance of the BGD estate. To maintain close liaison with GVAC Dharan ensuring that BGN's corporate interest is maintained.
- Responsible for safekeeping of the Cash (including contingency funds) held in BGD and provide first-line audit function for payment vouchers.
- Health & Safety and Fire representative for BGD and responsible to QM BGN for ensuring regulations/policies held in the camp are up to date. Ensure that Staffs are briefed accordingly and trained in First Aid, Swing Fog and Lawn Mower Operator. Responsible for the equipment table, miscellaneous and accommodation accounts and consult with QM BGN and HD ASU to ensure that the accounts are accurately maintained.
- Responsible through QM Tech for ensuring all equipment care is carried out and will initiate minor works requests to DIO(N) as and when required. Provide monthly returns including vehicles, equipment, PPE and SHEF to HQ BGN and attend meetings (virtual) to update BGD related matters.
- Responsible for looking after all the visitors to BGD and East of Nepal. Ensure transport, reception and briefing are organised timely and in accordance with visit programme. Ensure duty trekkers are provided with right equipment and endorse payments to the staff in a timely manner.
- Co-Ordinate and facilitate movement for compassionate cases from East of Nepal and deal with all movement related tasks.

- Assist ARO(East) during the preparation and execution of registration and regional selection as per the recruiting instruction issued by DRO/SRO. This includes making sure accommodations and hotels are ready for recruiting staff, hiring of required casual staff and liaise with external agencies (i.e. BP Koirala Hospital) for access to the compounds.
- Act as the first point of contact for Dharan and keep close liaison with RAN members, local dignitaries and with BP Koirala Hospital through regular face-to-face meetings to ensure delivery of BGN output.
- Keep close liaison with AWCs to facilitate Duty Treks in the East of Nepal.

Person Specification

We are looking for a highly motivated and proactive individual to join our team. This dynamic role demands a candidate who can thrive in a fast-paced, results-oriented environment. Due to the physical distance and time difference from the UK, the ideal candidate must possess exceptional organisational and time management skills to ensure the efficient and effective delivery of outcomes.

Essential Experience

- **Experience:** Must have previous experience of personnel administration and equipment care.
- **Leadership:** Possesses strong leadership skills, with the ability to understand strategic objectives, contextualise them, and guide a team in delivering relevant activities.
- **Relationship Building:** Skilled at building and maintaining professional relationships with colleagues within the MOD and external organisations. Able to engage with a diverse range of individuals with sensitivity and resilience.
- **Teamwork and Independence:** Demonstrates the ability to work both independently and collaboratively as part of a wider team. Capable of applying technical expertise effectively in a regulatory and operational assurance environment.
- **Technical Proficiency:** Proficient in the use of office IT tools and databases.
- **Analytical Skills:** Exhibits strong analytical capabilities with exceptional attention to detail.
- **Problem Solving:** Experienced in identifying and resolving problems, including gathering evidence against set Terms of Reference, analysing written material, and preparing clear and concise responses.
- **Collaboration:** Proven ability to work effectively with colleagues and stakeholders to achieve shared objectives.

Desirable

- Experience: Previous experience of QM or QM(T).
- Time Management Skills: Strong time management skills are essential to prioritise tasks effectively and meet deadlines consistently.
- Reporting Skills: Able to produce well-structured reports that support informed decision-making.
- Sufficient knowledge in infrastructure and supply chain management.
- Require more knowledge on food, transport & movement safety.

Behaviours

We will assess you against these behaviours during the selection process:

- Leadership.
- Making Effective Decisions.
- Communicating and influencing.
- Managing a Quality Service.

Benefits

- Annual salary of NPR 5,639,075.00
- Publicly funded accommodation and utilities
- Publicly funded medical provision
- Annual return flight entitlement to the UK (after 12-months of service)
- Employee Provident Fund (EPF) with 10% employer contribution.
- Retirement gratuity

Other benefits for Gurkha Support Function (GSF) include:

- 30-days paid annual leave
- 10-days public holiday
- Personal and professional development of skills
- Access to welfare services

Domestic Considerations

- This is an accompanied post, meaning spouses are permitted; however, there is no authority or support for children or other dependants.
- Demonstrations are common in Nepal (including Dharan), often arising from socio-economic grievances or political disputes. Bandhs (shutdown strikes) can occur, potentially disrupting normal activities and travel.
- Nepal is at significant risk of a major catastrophic earthquake and experiences frequent minor earthquakes with associated aftershocks.
- Air pollution in Nepal can pose health risks, particularly for individuals with asthma, other respiratory conditions, or pre-existing heart disease.
- In line with DPHC policy, all personnel and their spouses are required to undergo health screening prior to assignment to Nepal.

Basis of Employment

- GSF are employed by the UK Ministry of Defence (MOD) as Locally Engaged Civilians (LECs) of Nepali nationality {under specific terms and conditions of service (TACOS), closely aligned with the UK Military Support Function (MSF)}.
- As Nepali citizens, the legal basis for all BGN LEC employment and relevant TACOS are underpinned by and pursuant to the Nepali Labour Act 2017 and/or BGN Policy/RLECs (Rules for Locally Engaged Civilian Staff).
- They are also pursuant to Nepal's income tax laws as administrated and directed by the Nepali Inland Revenue Department.
- GSF are not classified as UK Civil Servants or UK Crown Servants. Under current UK AC 72030 Reservist Regulations and Home Office rules, they are subject to UK immigration control, including those with indefinite leave to enter or remain (ILE or ILR). Extended periods outside the UK may affect their immigration status upon return.

Security

Successful candidates must undergo a criminal record check.

- Serving personnel must provide proof of vetting through the relevant British Army department and/or UK Security Vetting (UKSV).
- Non-serving applicants residing in the UK are required to obtain a Disclosure and Barring Service (DBS) check at their own expense.
- Applicants residing outside the UK must provide, at their own expense, the equivalent of a DBS check from their host nation. For example, in Nepal, this would be a Government of Nepal police check.

Medical

Successful candidates will be expected to have a medical.

- GSF and their entitled family members are eligible for primary healthcare arranged by the Defence Primary Healthcare (DPHC) and ratified by Regional Command, provided health supportability has been confirmed by the GSMC. If secondary healthcare is required, it will be provided free of charge in accordance with BGN LEC medical policy. These entitlements are limited to in-country treatment only.
- In accordance with MOD Joint Casualty and Compassionate Centre (JCCC) guidance, GSF are not classified as "entitled MOD civilians" and, therefore, do not qualify for JCCC support.

Selection Process

Within your job application you will be asked to provide a personal statement of no more than 500 words describing your skills, experience and suitability for the role against the job description and person specification. Personal statement must focus on your leadership behaviours and experience.

When choosing your behaviour examples, please make sure you use real life scenarios that relate to your own experiences. Whilst technology may help to enhance your written submission, presenting the ideas of others or those generated by technology, could result in your application being rejected.

Application sifting will complete by the end of Nov 26, and interview will be conducted in the first half of Dec 26. Successful candidates will be notified accordingly, and interviews will be conducted online via Microsoft Teams. This timeline may change to suit the business needs.

The interviews will be based on the [Success Profiles](#) and assess the following attributes

- Leadership Skills.
- Making Effective Decisions.
- Communicating and influencing.
- Managing a Quality Service.

Applications

- Please use this online [application form](#). CV and Certificates are not attached with the form.
- Completed applications must be submitted to: BGN-CS-Hiring@mod.gov.uk
- GSF Terms and Conditions (TACOS) can be requested from: BGN-CS-Hiring@mod.gov.uk
- Applicants who influence or manipulate this selection process in any way will be disqualified from this application and all future employment opportunities with BGN.